



# **HOLIDAY SCHEDULE and LEAVE INFORMATION**

## **1. Policy**

### **INTRODUCTION**

There are a variety of leaves available to KSU employees in order for them to get needed rest as well as to take care of personal matters. This policy explains the different types of leave and how to access them when they are needed.

#### **A. PURPOSE**

Provide KSU employee time off when needed to attend to personal business, fulfill civic duties, recover from illness or injury, celebrate holidays or take time off for recreation.

#### **B. SCOPE**

All regular full time and part time employees of KSU

#### **C. LEAVES AND PROCEDURES**

### **60.0 HOLIDAYS**

#### **1. Holidays Leave**

The following Holidays will be observed by KSU:

- Independence Day (4<sup>th</sup> of July)
- Labor Day
- Presidential Election Day
- Thanksgiving (Thursday and Friday)
- Governor's Inauguration Day
- Christmas and New Year's Day (plus all workdays in between)
- Martin Luther King's Birthday

- Spring Break
- Memorial Day

The University reserves the right to request employees to work on such days.

## **2. Holiday Pay**

Employees on unpaid leave immediately before or after a holiday shall not be paid for the holiday.

## **2. Entities Affected**

- Human Resources
- Campus Community

## **3. Policy Owner/Interpreting Authority**

Executive Vice President for Finance and Administration  
Office of Human Resources

## **4. Related Policies**

## **5. Statutory or Regulatory References**