

MEMORANDUM

TO: All university employees

FROM: Ethan Erickson, Vice President for Administration and Finance

DATE: November 1, 2024

SUBJECT: Schedule of designated holidays and reduced university activity during the December 2024/January 2025 holiday season

Following is the schedule of state designated holidays for calendar years 2024 and 2025 and information pertaining to reduced university activity during the December 2024/January 2025 holiday season.

Calendar Year 2024	
Veterans Day <i>not a university holiday</i>	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024 Friday, November 29, 2024
Christmas	Wednesday, December 25, 2024
Discretionary Day	May be used 12/24/2023 through 12/21/2024 (for most employees, 12/20/24)
Calendar Year 2025	
New Year's Day	Wednesday, January 1, 2025
Martin Luther King, Jr Day	Monday, January 20, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth National Independence Day	Thursday, June 19, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday September 1, 2025
Veterans Day <i>not a university holiday</i>	Tuesday November 11, 2025
Thanksgiving Holiday	Thursday, November 27, 2025 Friday, November 28, 2025
Christmas	Thursday, December 25, 2025
Discretionary Day	May be used 12/22/24 through 12/20/25

Note: An employee must be in a benefit-eligible position and have been employed by the State of Kansas for at least six months to be eligible for a discretionary day. The discretionary day must be taken with prior approval of the employee's supervisor or department head.

Veterans Day

The university will remain open and scheduled classes will be in session on Veterans Day, Monday, Nov. 11, 2024. Only those employees required to conduct necessary business should be requested to work. Non-exempt employees who work shall be compensated at one and one-half times (of either compensatory time or pay). Exempt staff who work will be given equivalent time off at a later date. All other holidays listed apply to university employees and all university buildings and offices are scheduled to be closed.

Reduced university activity during the December 2024/January 2025 holiday season

The university will reduce activity Thursday, Dec. 26, 2024, through Tuesday, Dec. 31, 2024, and will re-open for normal operation on Thursday, Jan. 2, 2025. Normal workdays affected will be Dec. 26, 27, 30 and 31. The university will close during this period.

The University Police Department will keep a normal schedule. Other areas such as the Division of Facilities, Division of Information Technology and the K-State Student Union will provide basic services required to support the university's teaching, research and service missions.

USE OF LEAVE DURING WEEK OFF WITH PAY DEC. 26-31

Officially observed state holidays during the reduced activity period are Dec. 25 and Jan. 1. The normal workdays affected during this period of campus closure are Dec. 26, 27, 30 and 31.

Eligible exempt and non-exempt employees will receive Dec. 26-31 off with pay, and employees will not need to use leave these days. Excluded are nine-month employees, who are paid regardless during this time.

If eligible employees are unable to take off Dec. 26-31 because of work duties, they may take off (with pay) the equivalent days between Dec. 8-24 with supervisor approval.

Questions about employee leave should be directed to Human Resources at 785-532-6277 or hr@ksu.edu.

PAYROLL PROCESSING

Payroll offices will be closed during the holiday break. Friday, Dec. 20, is the final day to enter time and leave and Sunday, Dec. 22 is the final day to enter payroll funding for the pay period Dec. 8-21. Preliminary pay calculations will run at 8:30 a.m. Monday, Dec. 23. All time and leave information must be completed prior to this preliminary pay calculation.

TERM GRADES

Faculty/staff should refer to k-state.edu/ksis/faqs/faqGrading.html. All term grades for fall 2024 are due in KSIS by 5 p.m. CST, Tuesday, Dec. 17. Students will be able to view grades in KSIS on Wednesday, Dec. 18. Additional information is available via the [academic calendar](#).

SERVICES DURING THE HOLIDAY PERIOD

Facilities: Limited services will be available Dec. 25-Jan 1. In the event of an emergency, contact the K-State Police Department at 785-532-6412. On-call technicians will be notified to respond to the emergency. Non-emergency requests may be emailed to FacCustomerService@k-state.edu or submitted via the electronic service request, which can be found at k-state.edu/facilities. Non-emergency requests will be responded to after the campus resumes full operation on Jan. 2.

K-State Libraries: lib.k-state.edu/hale-hours

Lafene Health Center: Lafene will be closed Dec. 25 through Jan. 1. Offices will close at 5 p.m. Tuesday, Dec. 24, 2024, and reopen on Thursday, Jan. 2, 2025.

Division of Information Technology: k-state.edu/its/helpdesk/hours.html

K-State Student Union: <http://union.k-state.edu/about/building-hours>

University Police: Essential services will be provided during the entire holiday period.

Vice President for Research: The following offices will be closed during the holiday break: Office of the Vice President for Research, Kansas State University Innovation Partners, National Agricultural Biosecurity Center, Office of Research Development*, Office of Sponsored Programs*, Protein and Biopolymer Analysis Core Lab**, and Office of Research Integrity, Compliance and Security***.

*If you have a proposal submission deadline during this period and you anticipate that you will be unable to finalize the required materials for submission prior to the holiday break, contact the Office of Sponsored Programs at research@k-state.edu or the Office of Research Development at ord@k-state.edu before **Wednesday, Dec. 18**. Arrangements can be made to have adequate staffing available to meet your proposal submission needs. Emails may also be sent to Beth Montelone at bethmont@k-state.edu or Paul Lowe at plowe@k-state.edu.

**The Protein and Biopolymer Analysis Core Lab will be monitoring email if you need to place orders for oligonucleotides during this time.

***Office of Research Integrity, Compliance and Security will be monitoring email at comply@k-state.edu during the holiday break.

The following offices will remain open during the holiday break except for officially observed state holidays: Biosecurity Research Institute, Comparative Medicine Group, and Electronics Design Laboratory. Offices may have limited staff during the holiday break.

BUILDING ACCESS

Buildings will be unlocked/locked according to the holiday break schedule on record with Facilities Room Scheduling. Safety and security should be considered during the period when there is reduced physical presence in buildings following the end of the fall semester and through the start of the spring semester. If unit heads, deans and vice presidents choose to adjust the hours the buildings are open, please do so by completing the [Request for a Standing Building Order](#) by **Friday, Nov. 15**, and sending it to rooms@k-state.edu. If multiple units are in a building, unit heads should coordinate and submit one request for a change to building hours.

HOLIDAY MAIL SERVICE

Mail Delivery by Facilities Central Mail Services: Please complete the Mail Delivery Requirements form (below) and return it to Central Mail Services by Monday, Dec. 2 **only if designee(s) from your building will be picking up the mail during the holiday break**. All other mail will be held at Central Mail Services. Mail sorting and delivery within the building is the responsibility of the building users. Mail held at Central Mail Services will be delivered to buildings by Central Mail carriers on Thursday, Jan. 2, 2025.

No campus mail pickup or delivery by campus carriers will occur during the holiday period; therefore, any mail sent by campus mail on Dec. 24 will not be delivered until Jan. 2, 2025.

Central Mail Services: Normal operations will be conducted until 2 p.m. Tuesday, Dec. 24. All outgoing mail will be collected, processed, and dispatched to USPS, UPS, FedEx and DHL by the end of the business day. No building pickup or delivery service will be available from Dec. 25-Jan. 1. Normal operations resume on Jan. 2, 2025.

Building representatives that have completed the Mail Delivery requirements form may pick up their building mail at Central Mail Services, 127 Dykstra Hall, on Friday, Dec. 27 and Monday, Dec. 30 between the hours of 11 a.m. to 12 p.m. Central Mail Services will be closed on Dec. 25, 26 and 31, and Jan. 1.

Contract Postal Unit: The Contract Postal Unit will close at 2 p.m. on Tuesday, Dec. 24 and will reopen on Thursday, Jan. 2, 2025.

If you have any questions about holiday mail service, please contact Anne Murphy, Assistant Director, at 785-532-1735; or Bridgett Henry, Mail Room Supervisor, at 785-532-7751.

Thank you for your cooperation. Have a wonderful holiday season!

MAIL DELIVERY REQUIREMENTS DURING HOLIDAY PERIOD

DEC. 26 - 31, 2024

Please complete and return only if designee(s) from your building will pick up building mail during the holiday break. Please send to Bridgett Henry, Central Mail Services, 127 Dykstra Hall, or email to centralmailservices@ksu.edu, by Monday, Dec. 2.

No mail pickup or delivery by campus carriers will occur during the holiday period, Dec. 26 - 31, 2024. Department designees may stop by Central Mail Services to pick up building mail and/or drop off metered mail.

Please provide the names of employees who will be responsible for picking up your building mail.

Hours of pick-up are **11 a.m. to noon Dec. 26 and Dec. 31, 2024.**

Mail Pick Up Designees

_____	_____
_____	_____
_____	_____

Dept. Head Signature _____ Date _____

Department _____