

### **2.14.2.9 Holiday Leave**

KCTCS observes the following holidays, with all departments and offices closed, except where continuous service is essential: New Year's Day, Martin Luther King Day, President's Day, Good Friday (1/2 day), Memorial Day, Independence Day, Labor Day, Presidential Election Day, Thanksgiving Day, Day after Thanksgiving Day, the day before Christmas Eve, Christmas Eve, and Christmas Day. When a holiday falls on a Saturday or Sunday, the KCTCS President will determine the day on which the holiday will be observed. The KCTCS System office shall publish a calendar each year showing days of holiday observance.

Faculty who remain available for meetings and other KCTCS business on site are paid during spring and fall break periods. You are assumed available unless you have been authorized vacation. Faculty leaving the area must use annual or unpaid leave.

As a regular full-time or half-time employee, you are entitled to regular pay on a holiday. If you are a regular employee and work less than one half time or are a temporary employee, you do not receive holiday pay.

If you are in a no pay status on the scheduled day immediately before and/or after a holiday, you will not be paid for the holiday. If a holiday occurs while you are on authorized vacation leave, you will not be charged vacation leave for the holiday.

In addition to the normal holiday schedule, employees may occasionally request time off in order to celebrate their particular religious holidays. In recognition of the religious diversity of its workforce, KCTCS encourages departments to accommodate such requests whenever possible. Time off for religious holidays will be charged to a vacation or personal day, if available, or may be unpaid.

Alternately, the time taken may be made up by working additional hours, provided the arrangement is approved by the department and is completed within a reasonable period.

Special holidays may be granted by action of the Board of Regents or the President. When granted, special holidays will be taken in accordance with a schedule arranged by the departments within the time period outlined by the President. A department with special scheduling and staffing problems may schedule the special holidays at the

**KCTCS ADMINISTRATIVE POLICIES AND PROCEDURE**

---

department's convenience, as close to the holidays as possible, but normally within six weeks. A department with special scheduling and staffing problems has the option to grant an employee time off with pay or to reschedule the special holiday.

<u>6-22-98</u> Approval Date	<u>6-4-01</u> Date(s) of Last Review	<u>6-04-01</u> Date(s) of Last Revision <i>(Include all dates in chronological order)</i>	
<u>(SIGNED)</u> Recommended by	<u>6-04-01</u> Date	<u>(SIGNED)</u> President, KCTCS	<u>6-04-01</u> Date