

2.14.9 Holiday Leave

Designated Holidays

KCTCS observes the following holidays, with all departments and offices closed with the exception of those departments and offices in which continuous service is essential (see below): Martin Luther King Day, President's Day, Good Friday (1/2 day), Memorial Day, Independence Day, Labor Day, Presidential Election Day, Thanksgiving Day, and Day after Thanksgiving Day. When a KCTCS designated holiday falls on a Saturday, KCTCS will observe that holiday on Friday. If the KCTCS designated holiday falls on a Sunday, KCTCS will observe that holiday on Monday. The KCTCS holidays will be listed on the KCTCS website.

In addition to these holidays, KCTCS will observe a two-week institutional closing beginning in December, which will include the day before Christmas Eve, Christmas Eve, Christmas Day, and New Year's Day.

Regular faculty who are not assigned to provide essential services but remain available for meetings and other KCTCS business on site shall be paid during spring and fall break periods. Faculty are assumed available and may be requested to work during this time unless they have been authorized vacation or sick leave. Faculty leaving the area or who are unavailable for meetings and other KCTCS business on site shall request and use vacation/annual leave, sick leave if applicable, compensatory time if available, or unpaid leave. College and system office staff are not granted spring and fall break periods as paid holiday leave.

Holiday Leave Entitlement

While there are exceptions, eligible regular full-time employees shall be granted time off with pay on a holiday; in addition, eligible regular part-time employees who work a schedule of 50% or more of a full-time schedule on an annualized basis shall be granted holiday time off with pay on a pro rata percentage to full time.

Regular part-time employees who work a schedule of less than 50% of a full-time schedule on an annualized basis shall not receive holiday leave with pay. Temporary employees shall not receive holiday leave with pay.

Employees in a no pay status for any portion of either the scheduled work day(s) or leave day(s) that fall immediately before and after a holiday, shall not be paid for the holiday. Employees whose retirement occurs during a designated holiday period shall receive that holiday pay, ending with the effective date of their retirement.

If a holiday occurs while employees are on authorized paid vacation leave, paid sick/temporary disability leave, or compensatory leave, the employee shall not be charged vacation leave or sick/temporary disability leave time, or compensatory leave for the holiday.

KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES

Other Holidays

In addition to the normal designated 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 shall be charged to a vacation day or compensatory leave time, if available, or otherwise shall be unpaid. Other possible alternatives include, at the discretion of the supervisor, allowing employees to substitute one of the designated KCTCS holidays for a religious holiday, or the time taken for the employees' religious holiday may be made up by working additional hours, provided the arrangement is completed within a reasonable period.

In addition to the KCTCS designated holidays, institutional closing days may be granted by action of the Board of Regents or the KCTCS President.

Working on a Designated Holiday

When essential services are required, designated employees who work on the KCTCS designated holiday shall have their paid holiday time off scheduled for another day as close to the holiday as possible (normally within six weeks of the holiday) that is mutually agreeable between the employee and KCTCS. The applicable pay rate for non-exempt employees who work on a holiday varies by personnel system. Exempt employees who are required to work on a holiday shall receive the regular rate of pay.

Related Policies

Additional provisions regarding holidays shall be adhered to in accordance with other KCTCS policies and human resources procedures related to holidays and leaves of absence. Other KCTCS policies and human resources procedures specify the terms for overtime pay during holiday leave and pay for work performed on a holiday.

In addition, KCTCS has separate policies and procedures governing leaves due to institutional closing and emergency closing.

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Recommended by Date

(SIGNED) 6-29-11
President, KCTCS Date