2428 – Holidays and Breaks

The College provides a number of paid holidays and breaks for its full-time employees. If it should appear to be in the best interest of the institution to declare additional holidays, the President shall notify full-time employees accordingly.

Barton County Campus

- Martin Luther King's Birthday
- Spring Break (2 days staff/5 days faculty)
- Easter Break (2 days)
- Memorial Day
- Independence Day
- Labor Day
- Fall Break (1 day faculty)
- Wednesday prior to Thanksgiving Day, Thanksgiving Day and the following Friday
- Christmas/New Year's Break (10 days staff/faculty break will be in accordance with the academic calendar.)

With the exception of Christmas/New Year's Break, when any of the above holidays and/or breaks falls on a Saturday, the preceding Friday shall be observed as the holiday/break. When any of the above holidays and/or breaks fall on a Sunday, the following Monday shall be observed as the holiday/break. Holidays and breaks will be identified on the fall/spring and summer academic calendars, which are presented to President's Staff for approval and adoption annually.

Fort Riley/Fort Leavenworth Campuses and Grandview Plaza

On the Fort Riley/Fort Leavenworth campuses and at Grandview Plaza, due to the unique teaching and operational schedule, a holiday and break schedule for full-time Fort Riley, Fort Leavenworth and Grandview Plaza personnel will be published annually at the beginning of each fiscal year.

Holiday Pay To receive holiday pay, the full-time employee (all sites) must work his/her scheduled shifts immediately preceding and immediately following the holiday unless prior permission is secured from his/her supervisor to use paid leave on either end of the holiday. At a minimum, the time worked or substituted paid leave must be equivalent to at least one-half of the employee's normal work shift on both sides of the holiday.

Telecommuting Employees
Full-time telecommuting employees will follow the holidays/breaks schedule according to their assigned work location (Barton County campus, Fort Riley campus, Fort Leavenworth campus or Grandview Plaza).

For additional information, please contact the Office of Human Resources.

Contacts(s):

Director of Human Resources

Related Form(s): N/A

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President

Date: 4/24/07

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