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.

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

(Based on policy 1410; revised and approved by President on 4/24/07)

Minor revision 10/30/13