



OFFICE OF THE GOVERNOR

Mark Parkinson, Governor

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MEMORANDUM

TO: All State Agencies
FROM: Governor Mark Parkinson *MP*
DATE: June 15, 2010
SUBJECT: Designated Holidays for 2011

The following are holidays for the state service in calendar year 2011.

New Year's Day	Friday, December 31, 2010
Martin Luther King, Jr. Day	Monday, January 17, 2011
Memorial Day	Monday, May 30, 2011
Independence Day	Monday, July 4, 2011
Labor Day	Monday, September 5, 2011
Veterans Day	Friday, November 11, 2011
Thanksgiving Day	Thursday, November 24, 2011
	Friday, November 25, 2011
Christmas	Monday, December 26, 2011

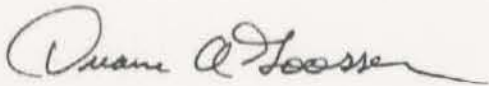
Employees who are entitled to holidays should receive credit for these holidays in accordance with Kansas Administrative Regulation 1-9-2 and Division of Personnel Services Bulletin 05-03.

In addition to the holidays discussed above, I am authorizing a discretionary day for state employees, which is for observance of a holiday or other special day during calendar year 2011 (Sunday, December 26, 2010 through Saturday, December 24, 2011; however, for most employees, the last day to use the 2011 Discretionary Day is Friday, December 23, 2011). This holiday should be approved in accordance with the general policy for the discretionary holiday outlined by the Secretary of Administration's Memorandum dated June 15, 2010.

MP:dp

MEMORANDUM

TO: All State Agencies

FROM: Duane A. Goossen
Secretary of Administration 

DATE: June 15, 2010

SUBJECT: Discretionary Holiday – General Policy

Traditionally, the Governor's memorandum announcing holidays for the state service has authorized a discretionary holiday. For your convenience in addressing discretionary holiday issues, the following items are provided as general policies and clarification regarding the discretionary holiday:

1. The discretionary holiday is designed to give eligible state employees an additional day off available to use for observation of a religious holiday, family event or other special occasion. This holiday is subject to an employee's advance request and subsequent supervisory approval.
2. For the purpose of the discretionary holiday, an eligible employee is defined as an employee: 1) who is eligible for either the group health insurance program or KPERs, and 2) who has worked for the state in an eligible position for six continuous months.
3. All eligible employees shall receive hours equal to the number of hours regularly scheduled to work for a discretionary holiday.
4. All hours for a discretionary holiday shall be taken on the same day and in no case will an employee earn more than one discretionary holiday in a designated year of SHARP pay periods.
5. The discretionary holiday must be taken prior to certain SHARP pay period dates that occur during the last part of December or the first part of January. The specific dates will be provided each year.

6. An employee shall not be paid for the discretionary holiday in lieu of taking the time off.
7. The appointing authority shall take such steps as may be necessary to ensure that all eligible personnel receive the holiday during the calendar year.

Further questions or recommendations **from agency Human Resource office personnel** should be directed to Brent Smith, Department of Administration, Division of Personnel Services, 900 SW Jackson, Room 252, Landon State Office Building, Topeka, Kansas, 66612-1220. Brent may also be reached at (785) 296-1432 or email brent.smith@da.ks.gov.