

TO: KCTCS President's Leadership Team

FROM: Lewis Prewitt  
KCTCS System Director, Human Resources

DATE: February 14, 2006

SUBJECT: 2006-2007 Holiday and Institutional Closing Announcement

KCTCS observes the following holidays and institutional closing days, except where continuous service is essential, in accordance with KCTCS Administrative Policies and Procedures:

- 2.14.2.9 – *Holiday Leave*
- 2.14.2.14 – *Suspension of Institutional Operations*
- 2.15.1.8 – *Compensation for Overtime Hours Worked; Work Performed during Holidays, Institutional Closing, and Emergency Closing*

Please refer to the above policies for information regarding regular status less than half time and temporary assignments and other information related to holiday leave and institutional closings. In addition, please refer to *KCTCS Human Resources Procedures #8* and *#12* for related information.

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Independence Day	Tuesday	July 4, 2006
Labor Day	Monday	September 4, 2006
Thanksgiving Day	Thursday	November 23, 2006
Day After Thanksgiving Day	Friday	November 24, 2006
Day Before Christmas Eve	Friday	December 22, 2006
Christmas Eve	Monday	December 25, 2006
Christmas Day	Tuesday	December 26, 2006
Institutional Closing	Wednesday	December 27, 2006
Institutional Closing	Thursday	December 28, 2006
Institutional Closing	Friday	December 29, 2006
New Year's Day	Monday	January 1, 2007
Martin Luther King Day	Monday	January 15, 2007
Presidents Day	Monday	February 19, 2007
Good Friday (1/2 day)	Friday	April 6, 2007
Memorial Day	Monday	May 28, 2007
Independence Day	Wednesday	July 4, 2007

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cc: College Human Resources Directors