

TO: KCTCS Employees

FROM: Lewis Prewitt
KCTCS System Director, Human Resources

DATE: April 10, 2007

SUBJECT: 2007-2008 KCTCS Holiday and Institutional Closing Schedule

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

Administrative Policy 2.14.9	<i>Holiday Leave</i>
Administrative Policy 2.14.13	<i>Institutional Closings</i>
Administrative Policy 2.15.1.8	<i>Compensation for Overtime Hours Worked; Work Performed during Holidays, Institutional Closing, and Emergency Closing</i>
Human Resources Procedure No. 8	<i>Holiday Leave, Emergency Leave, and Institutional Closings</i>

Please refer to the above policies and procedure for additional information regarding holiday leave and institutional closings.

Designated employees may be assigned to work during holidays and institutional closings to perform essential services and will be compensated according to the provisions specified in the policies and procedure.

Regular part-time employees who work less than 50% or more on an annualized basis are not eligible for paid leave during holidays and institutional closings. In addition, temporary full-time employees and temporary part-time employees are not eligible for paid leave during holidays and institutional closings.

Independence Day	Wednesday	July 4, 2007
Labor Day	Monday	September 3, 2007
Thanksgiving Day	Thursday	November 22, 2007
Day after Thanksgiving Day	Friday	November 23, 2007
Day before Christmas Eve	Friday	December 21, 2007
Christmas Eve	Monday	December 24, 2007
Christmas Day	Tuesday	December 25, 2007
Institutional Closing	Wednesday	December 26, 2007
Institutional Closing	Thursday	December 27, 2007
Institutional Closing	Friday	December 28, 2007
Institutional Closing	Monday	December 31, 2007
New Year's Day	Tuesday	January 1, 2008
Martin Luther King Day	Monday	January 21, 2008
Presidents Day	Monday	February 18, 2008

Good Friday (1/2 day)

Friday

March 21, 2008

Memorial Day

Monday

May 26, 2008

Independence Day

Friday

July 4, 2008
