

TO: KCTCS Employees

FROM: Pat Johnson-Powell, Associate HR Director

DATE: February 6, 2009

SUBJECT: 2009-2010 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 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	Friday	July 3, 2009
Labor Day	Monday	September 7, 2009
Thanksgiving Day	Thursday	November 26, 2009
Day after Thanksgiving Day	Friday	November 27, 2009
Day before Christmas Eve	Wednesday	December 23, 2009
Christmas Eve	Thursday	December 24, 2009
Christmas Day	Friday	December 25, 2009
Institutional Closing	Monday	December 28, 2009
Institutional Closing	Tuesday	December 29, 2009
Institutional Closing	Wednesday	December 30, 2009
Institutional Closing	Thursday	December 31, 2009
New Year's Day	Friday	January 1, 2010
Martin Luther King Day	Monday	January 18, 2010
Presidents' Day	Monday	February 15, 2010
Good Friday (1/2 day)	Friday	April 2, 2010
Memorial Day	Monday	May 31, 2010