



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

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**POLICY TITLE:**

**Holiday Policy**

**VOLUME, SECTION & NUMBER:****ENTITIES AFFECTED:**

**Faculty**

**Staff**

**ADMINISTRATIVE AUTHORITY:**

**Office of Human Resources**

**APPROVED BY:**

**Kentucky State University Board of Regents**

**EFFECTIVE DATE:**

**August 9, 2024**

**REVISED FROM:**

**2013 Human Resources Policy Manual**

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**POLICY STATEMENT:**

Kentucky State University (KSU) offers full-time employees paid holidays. While the holiday calendar often changes, KSU always provides the following paid holidays to employees:

- Martin Luther King Jr. Day
- Spring Break (usually in early March)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day

- Presidential Election Day (every four years)
- Thanksgiving (Thursday and Friday)
- Governor's Inauguration Day (every four years)
- Winter Break (mid-December through New Year's Day)

## DEFINITIONS:

### Full-Time Employees

Full-time employees are employees who are continuously assigned to work a minimum of 37.5 hours per week (40 hours where entire units or offices remain open, such as Physical Plant, Public Safety, Information Services and Resources, and others), and who have an employment period of at least nine (9) months per year. Full-time employees are eligible to participate in all KSU-provided benefits.

## PROCESS:

The University reserves the right to request employees to work on holidays. If an employee is required to work on a holiday, he or she will be granted paid time off on another scheduled work day. The day of paid time off must be taken within three (3) weeks of the holiday, and the employee must notify his or her supervisor before using the paid leave.

Employees placed on unpaid leave immediately before or after a holiday shall not be paid for the holiday.

Employees on authorized vacation leave shall not be charged for vacation leave for a holiday that occurs while they are on vacation leave.

## RELATED POLICIES:

Vacation Leave Policy

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