



KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:

Holidays

APPLIES TO:

Faculty
Staff

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

Kentucky State University (KSU) provides paid holidays to eligible employees in observation of designated state and federal holidays and to provide institutional breaks. This regulation outlines official holidays observed by KSU and the procedures for holiday pay.

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.

Holiday Pay

Pay provided to eligible employees for a KSU-observed holiday.

Holiday Compensatory Time

Paid time off provided to an employee who is required to work on a holiday, to be used on another scheduled workday.

PROCESS:

Official Holiday Schedule

The Office of Human Resources will publish the official holiday schedule for each fiscal year. KSU observes the following paid holidays, though specific dates are subject to change:

- Martin Luther King Jr. Day
- Spring Break (a week 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 (a two-week period of time from mid-December through New Year's Day)

Eligibility for Holiday Pay

To be eligible for holiday pay, an employee must be in a paid status on their scheduled workday immediately before and after the holiday. An employee on an unpaid leave of absence immediately before or after a holiday will not be paid for the holiday.

Working on a Holiday

KSU may require employees in essential roles to work on a holiday. An employee required to work on a holiday will be granted holiday compensatory time. This time must be taken within three (3) weeks of the holiday, and the employee must receive approval from their supervisor before using it.

Holidays During Vacation Leave

An employee on authorized vacation leave will not be charged vacation time for an official KSU holiday that occurs during their leave of absence.

REFERENCES AND RELATED MATERIALS:

- Vacation Leave Regulation
- Academic Calendar

CONTACTS:

Subject	Office	Telephone	E-mail
Regulation questions	Human Resources	(502) 597-6667	Human.Resources@ksu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy) (HR Policy Manual)	March 2013	Unknown
Revised	August 9, 2024	Zach Atwell
Revised (Reclassified as a Regulation)	July 21, 2025	Zach Atwell
