After six months of service, an eligible employee accrues a discretionary holiday, which may be used on any regular workday. Eligible employees are those who work in classified or unclassified positions and work more than 49% time. The holiday hours must be taken within the same day and cannot be divided among different days. Employees must use the discretionary holiday by the end of the last pay period of the calendar year, or it will be forfeited. Submit your request for a discretionary holiday to your supervisor at least 24 hours in advance. Discretionary leave requests received without the required notice may result in denial of leave.

Reference: K.A.R. 1-9-2