

## State Hospital Employee Policy Manual

**11.6 Leave - Holiday** 

The following days are established by regulation as legal holidays for employees of KDADS: New Year's Day Martin Luther King Day Memorial Day Independence Day Labor Day Veterans Day Thanksgiving Day Christmas Day

The Governor may designate additional holidays. Typically these may include a day to be used at the discretion of the employee (discretionary day), and the Friday following Thanksgiving.

An employee who is on leave without pay for any amount of time either on the last working day before a holiday or the first working day following a holiday shall not receive holiday credit, unless approved by the Appointing Authority.

An employee whose last day at work was the day before a holiday shall not be paid for the holiday.

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