2.14.13 Institutional Closings

Eligible regular employees shall receive paid leave time during designated holidays and periods of scheduled institutional closings due to scheduled maintenance and other purposes. KCTCS will observe a two week institutional closing period beginning in the later part of December each year. This institutional closing will include the day before Christmas Eve, Christmas Eve, Christmas Day, and New Year's Day.

While there are exceptions, eligible regular full-time employees shall be granted paid leave during an institutional closing; in addition, eligible regular part-time employees who work a schedule of 50% or more of a full-time schedule on an annualized basis shall be granted paid leave during institutional closing on a pro rata percentage to full time.

Regular part-time employees who work a schedule of less than 50% of a full-time schedule shall not receive paid leave during an institutional closing. Temporary employees shall not receive paid leave during an institutional closing.

Leave during an institutional closing shall be paid at regular salary rates for eligible regular employees who are in a paid status on both the scheduled work day(s) and leave day(s) that fall immediately before and immediately after the institutional closing day. Employees whose retirement occurs during a designated institutional closing period shall receive that pay, ending with the effective date of their retirement.

When essential services are required, designated employees who work on the institutional closing day shall have their paid institutional closing time off scheduled for another day as close to the institutional closing day as possible, normally within six weeks of the institutional closing day that is mutually agreeable between them and KCTCS.

For additional limitations and provisions regarding institutional closings, refer to KCTCS policies and human resources procedure(s) related to institutional closing.

In addition, KCTCS has separate policies and procedures governing leaves due to holidays and emergency closings.

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Recommended by	Date	President, KCTCS	Date