

DIRECTIVE NUMBER 300-02-12

DATE: February 14, 2013

TO: All Kansas Department of Labor Employees

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Discretionary Holiday

1. Purpose. To restate agency policy on utilizing the Discretionary Holiday.
2. References. Directive on Request and Approval of Leave
3. Policy. All eligible employees may designate one day per calendar year as a Discretionary Holiday.
4. Procedure.
 - a. An employee eligible to use a Discretionary Holiday is one who is eligible for and/or participates in either the group health insurance program or KPERs and has worked for the state for at least six months.
 - b. Eligible employees working less than fulltime shall receive a prorated Discretionary Holiday. The Discretionary Holiday must be taken as one workday and cannot be split into hourly increments.
 - c. The Discretionary Holiday must be taken during a calendar year and cannot be "carried over" to the following year.
 - d. An employee may not be paid for the Discretionary Holiday in lieu of taking time off.
 - e. The Discretionary Holiday must be requested in accordance with the Directive on Request and Approval of Leave.
 - f. Supervisors shall take all steps necessary to ensure all eligible employees receive the Discretionary Holiday during the calendar year.
5. Action Required. Advise all employees of the contents of this Directive.
6. Inquiries. Kyle Williams - Human Resources (785) 296-5000 ext. 2565 or [email](#)

Lana Gordon, Secretary of Labor
Signature on file

Rescissions: 300-02-12	Expiration Date: Continuous
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