

**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

**1.0 Purpose**

1.1 To restate agency policy on utilizing the Discretionary Holiday.

**2.0 Reference**

2.1 Directive on Request and Approval of Leave

**3.0 Policy**

3.1 All eligible employees may designate one day per calendar year as a Discretionary Holiday.

**4.0 Responsibilities**

4.1 Advise all employees of the contents of this Directive.

**5.0 Procedure**

- a. A benefits eligible employee who has worked for the state for at least 6 months is eligible to receive a Discretionary Holiday .
- 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.

**6.0 Inquiries**

6.1 Contact HR by email at [human.resources@dol.ks.gov](mailto:human.resources@dol.ks.gov) or at 785-296-5000 ext. 2565

**7.0 Revision History**

7.1 April 2016

7.2 November 2016

*Signature on file*

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Lana Gordon, Secretary of Labor

Rescissions:

Expiration Date: Continuous