

UNIVERSITY OF KANSAS

Lawrence

June 1, 1944

TO DEPARTMENTS:

Under the Civil Service Law time off with pay is to be given to classified personnel on legal holidays, but in case it is necessary for operation of the institution to ask employees to work on holidays equivalent time off with pay is to be given at a later date. Memorial Day was a legal holiday, and if any member of your staff worked that day you should already have filed with the Business Office an Application for Overtime Credit on the form provided for that purpose. When the overtime credit is taken, report should be made to the Business Office on the form provided for that purpose, Report of Leave Taken.

July 4 is also a holiday under the Civil Service Law, but the University will not observe the holiday. In some departments it may be possible to grant a holiday to part of the staff. In case of persons who stay on the job, please be sure to file the Application for overtime Credit.

Sincerely yours,

RAYMOND NICHOLS  
Executive Secretary

RN:gs