Interoffice Memorandum

TO: University Personnel
FROM: Stanley F. Battle, Chancellor
DATE: November 14, 2008
RE: Revised 2008 Winter Holiday Schedule

I have approved the following revised 2008 Winter Holiday Schedule:

December 24, 25, 26, 29 (State Approved Holidays)
**December 30*, 31*, January 2, 2009*
January 1, 2009 (State Approved Holiday)

The University will open for normal business on Monday, January 5, 2009. This revised schedule provides employees with ten (10) contiguous days off and potentially allows the University to realize cost savings because of the closure.  *Eight (8) hours per day should be charged to compensatory, vacation or bonus leave for the following time periods: December 30, 31, 2008 and January 2, 2009.* Employees should indicate these hours on their time sheet.

Realizing some areas are required to be open during the Holiday Schedule, essential employees scheduled to work in these areas will be eligible for Holiday pay for the following days:
- Wednesday, December 24, 2008
- Thursday, December 25, 2008
- Friday, December 26, 2008
- Monday, December 29, 2008
- Thursday, January 1, 2009

This will allow the University to plan for required facilities to be open and functional where applicable, e.g. Physical Plant, University Police, Admissions, etc.

We certainly hope that all of our University family will have an enjoyable Holiday season.

c: Linda R. McAbbee  
Vice Chancellor for Human Resources