

May 2, 2008

Memorandum

To: All Academic and Administrative Offices

From: Richard Speller

Re: Holiday Schedule  
Academic Year 2008-09

This is to inform you that academic and administrative offices of the University will be closed as follows during the 2008-09 school year to observe holidays:

INDEPENDENCE DAY

Friday  
July 4, 2008

THANKSGIVING

Thursday and Friday  
November 27 and 28, 2008

CHRISTMAS

Wednesday, Thursday and Friday  
December 24, 25 and 26, 2008

NEW YEAR'S

Wednesday and Thursday  
December 31, 2008 and January 1, 2009

SPRING BREAK

Friday  
March 27, 2009

MEMORIAL DAY

Monday  
May 25, 2009

**Exception:** All personnel whose positions are budgeted for 1535 hours, such as academic secretaries, will observe the Memorial Day holiday on Friday, May 22, 2009, which is also their last normal scheduled day of work for 2008-09.

In some instances offices may need to be open during the above periods and supervisors should schedule personnel to accommodate those instances.

May 2, 2008

Memorandum

To: Academic and Administrative Offices

From: Richard Speller

Re: Holiday and Summer Office Hours  
Summer 2008

All offices will be closed Memorial Day, Monday, May 26, 2008.

**Exception:** All personnel whose positions are budgeted for 1535 hours, such as academic secretaries, will observe the Memorial Day holiday on Friday, May 23, 2008, which is also their last normal scheduled day of work for 2007-08.

Summer hours of 8:00 a.m. to 4:00 p.m. will begin on Sunday, May 18, 2008. Summer hours apply only to hourly employees who work less than 2080 annual hours and who work less than 8 hours per day. The summer hours schedule does not apply to employees whose positions are classified as one of the following:

- 9 ½ month position budgeted for 1640 annual hours
- 10 month position budgeted for 1720 annual hours
- 10 ½ month position budgeted for 1840 annual hours
- 11 month position budgeted for 1920 annual hours
- 12 month position budgeted for 2080 annual hours
- Exempt position (Administrative/Salaried positions)

Regular hours of 8:00 a.m. to 4:30 p.m. will resume Sunday, August 10, 2008. Monday, August 11, 2008 is the day all academic secretaries report back to work on their 7.5 hours per day schedule.

Offices will also be closed on Friday, July 4, 2008 to observe Independence Day.