

MEMORANDUM

TO: Classified Staff, Professional Staff/Library Faculty

FROM: Joseph Schultz, Director of Human Resources

DATE: May 2, 2011

RE: SUMMER HOURS/HOLIDAYS

SUMMER HOURS

I am pleased to remind staff of the University's schedule for core summer office hours for 2011. This year, summer hours will begin on Monday, May 23 and extend through Friday, August 19. During this time, core office coverage hours will be 8:00 a.m. to 4:00 p.m. Classified staff, of course, will still need to complete their standard 7 ½ hour workday (½ hour for lunch). This schedule does not apply to employees involved with trades and custodial work in our Physical Facilities department as they have specific work schedules.

SUMMER HOLIDAYS

Memorial Day will be observed on Monday, May 30, 2011. This year, the 4th of July holiday falls on and will be observed on Monday, July 4th.

If you have any questions, please feel free to call us at x72187. Enjoy the summer!

c: President Magrath
Vice Presidents
Deans and Directors
Department Heads