

MEMORANDUM

TO: Hendrix College Staff

FROM: J. Timothy Cloyd, Ph.D.
President

RE: 2008-2009 Staff Holiday and Summer Work Schedule

DATE: May 12, 2008

Staff holidays for the 2008-2009 academic year will be as follows:

Labor Day	September 1, 2008 (Monday - Food Service will remain open)
Thanksgiving	November 26-28, 2008 (Close at <u>noon</u> on Wednesday, November 26; reopen Monday, December 1)
Christmas/New Year	December 18, 2008-January 5, 2009 (Close at 5:00 p.m. on Wednesday, December 17; reopen Monday, January 5)
Spring Break	March 12-13, 2009 (Thursday-Friday)
Good Friday	April 10, 2009 – close at 12:00 <u>noon</u>
Memorial Day	May 25, 2009 (Monday)
Independence Day	July 3, 2009 (Friday)

Administrative offices will have the option of changing to a schedule of regular office hours of 7:30 a.m. to 4:00 p.m. during the summer break. Official dates for this schedule are May 12, 2008 through August 8, 2008. Offices which move to this schedule will have a 45-minute lunch break. Office hours should be posted in a visible location for the benefit of campus visitors. The telephone answering system at the main switchboard will include a message specifying office hours. Voice mail answering messages in individual offices also should be changed appropriately.

It may be necessary to vary work hours at times, depending upon the needs of the individual offices. Department heads have the authority to do so at their discretion.