

MEMORANDUM

TO: Hendrix College Staff

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

RE: 2009-2010 Staff Holiday and Summer Work Schedule

DATE: May 4, 2009

Staff holidays for the 2009-2010 academic year will be as follows:

Labor Day	September 7, 2009
Thanksgiving	November 25-27, 2009 (Close at <u>noon</u> on Wednesday, November 25; reopen Monday, November 30)
Christmas/New Year	December 21, 2009-January 1, 2010 (Close at 5:00 p.m. on Friday, December 18; reopen Monday, January 4)
Spring Break	March 17-19, 2010 (Wednesday-Friday)
Good Friday	April 2, 2010 – close at 12:00 <u>noon</u>
Memorial Day	May 31, 2010 (Monday)
Independence Day	July 2, 2010 (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 11, 2009 through August 7, 2009. 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.