

MEMORANDUM

TO: Hendrix College Staff

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

RE: 2012-2013 Staff Holiday and Summer Work Schedule

DATE: May 7, 2012

Staff holidays for the 2012-2013 academic year will be as follows:

Labor Day	September 3, 2012 (Monday - Food Service will remain open)
Thanksgiving	November 21-23, 2012 (Close at 5:00 p.m. on Tuesday, November 20; reopen Monday, November 26)
Christmas/New Year	December 21, 2012-January 6, 2013 (Close at 5:00 p.m. on Thursday, December 20; re-open Monday, January 7)
MLK Celebration	January 21, 2013
Spring Break	March 20-23, 2013 (Wednesday-Friday)
Good Friday	March 29, 2013 – close at 12:00 <u>noon</u>
Memorial Day	May 27, 2013 (Monday)
Independence Day	July 4-5, 2013 (Thursday and Friday)

Administrative offices will have the option of changing to a schedule of regular office hours of 8:00 a.m. to 4:00 p.m. during the summer break, with a one-hour lunch break. Official dates for this schedule are May 14, 2012 through August 10, 2012. 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.