

MEMORANDUM

TO: Hendrix College Staff
FROM: Vicki Lynn
Human Resources
RE: 2019-2020 Staff Holiday and Summer Work Schedule
DATE: April 24, 2019

Summer is approaching and, as usual, we will adjust our hours to give you all a little extra time in the summer – this is just one way for us to say thanks for all you do!

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. (with a one-hour lunch break) during the summer break. Official dates for this schedule are May 13, 2019 through August 12, 2019 (returning to regular work hours on Monday, August 12, 2019). * 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.

**NOTE: Please keep in mind that while we will each work 7 hours a day, we are each getting paid for 8 hours a day. So, if you take a day of vacation or sick leave during the summer hours, you will still need to take the full 8 hours as paid time off.*

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.

Staff holidays for the 2019-2020 academic year will be as follows:

Labor Day	September 2, 2019 (Monday - Food Service will remain open)
Thanksgiving	November 27-29, 2019 (Close at 5:00 p.m. on Tuesday, November 26; reopen Monday, December 2)
Christmas/New Year	December 23, 2019-January 3, 2020 (Close at 5:00 p.m. on Friday, December 20; re-open Monday, January 6)
MLK Celebration	January 20, 2020
Spring Break	March 25-27, 2020 (Wednesday-Friday)
Memorial Day	May 25, 2020 (Monday)
Independence Day	July 3 and 6, 2020 (Friday and Monday)

Thank you again for the hard work you do – we greatly appreciate it. Hope you enjoy the extra time!