MEMORANDUM

TO: Hendrix College Staff

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

RE: 2011-2012 Staff Holiday and Summer Work Schedule

DATE: April 26, 2011

Staff holidays for the 2011-2012 academic year will be as follows:

- **Labor Day**: September 5, 2011
  (Monday - Food Service will remain open)

- **Thanksgiving**: November 23-25, 2011
  (Close at noon on Wednesday, November 23; reopen Monday, November 28)

- **Christmas/New Year**: December 20, 2011-January 2, 2012
  (Close at 5:00 p.m. on Monday, December 19; re-open Tuesday, January 3)

- **MLK Celebration**: January 16, 2012

- **Spring Break**: March 21-23, 2012
  (Wednesday-Friday)

- **Good Friday**: April 6, 2012 – close at 12:00 noon

- **Memorial Day**: May 28, 2012
  (Monday)

- **Independence Day**: July 4, 2012
  (Wednesday)

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 16, 2011 through August 12, 2011. 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.