

Memorandum

MORAVIAN COLLEGE

Office of Human Resources

Fax: 610/625-7883 Office: Phone 610/861-1527



To: Campus Safety Personnel

From: Jon B. Conrad

Date: November 12, 2008

RE: **2009 Campus Safety Holidays**

The following holidays will be observed by the above referenced Campus Safety staff for the calendar year 2009: Please note that the institution is officially *open Monday, January 5, 2009*.

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| 1. New Year's Day | Thursday, January 1, 2009 |
| 2. New Year's Break | Friday, January 2, 2009 |
| 3. Spring Break (coincides with Good Friday) | Friday, April 10, 2009 |
| 4. Easter Sunday | Sunday, April 12, 2009 |
| 5. Memorial Day | Monday, May 25, 2009 |
| 6. Independence Day | Friday, July 3, 2009 |
| 7. Labor Day | Monday, September 7, 2009 |
| 8. Thanksgiving Break | Thursday, November 26, 2009 |
| 9. Thanksgiving Break | Friday, November 27, 2009 |
| 10. Christmas Day | Friday, December 25, 2009 |
| 11. New Year's Eve | Wednesday, December 31, 2009 |
| 12. Floating Holiday #1 | |
| 13. Floating Holiday #2 | |

A Floating Holiday may be taken on any day upon which you and your supervisor mutually agree.

Questions may be directed to my attention at extension 1527.