

# 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: October 5, 2009

RE: **2010 Campus Safety Holidays**

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The following holidays will be observed by the above referenced Campus Safety staff for the calendar year 2010: Please note that the institution is officially *open Monday, January 4, 2010*.

1. New Year's Day Friday, January 1, 2010
2. Spring Break (coincides with Good Friday) Friday, April 2, 2010
3. Easter Sunday Sunday, April 4, 2010
4. Memorial Day Monday, May 31, 2010
5. Independence Day Monday, July 5, 2010
6. Labor Day Monday, September 6, 2010
7. Thanksgiving Break Thursday, November 25, 2010
8. Thanksgiving Break Friday, November 26, 2010
9. Christmas Eve Friday, December 24, 2010
10. Christmas Day Saturday, December 25, 2010
11. New Year's Eve Friday, December 31, 2010
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.