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**HUMAN RESOURCES MEMORANDUM**

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**TO:** ALL EMPLOYEES  
**FROM:** HOPE HARRISON, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** 2008-2009 HOLIDAY SCHEDULE  
FOR ADMINISTRATIVE OFFICES AND LIBRARY

The President's Cabinet has approved the following holidays for the administrative offices and library.

**2008-2009 HOLIDAY SCHEDULE**

ADMINISTRATIVE OFFICES AND LIBRARY

<b>July 4, 2008</b>	<b>Friday</b>	<b>Independence Day</b>	<b>1 day</b>
<b>October 20-21, 2008*</b>	<b>Monday, Tuesday</b>	<b>Fall Break</b>	<b>2 days</b>
<b>November 26-28, 2008</b>	<b>Wed, Thurs, Fri</b>	<b>Thanksgiving</b>	<b>3 days</b>
<b>December 22, 2008 – January 02, 2009 Christmas Closing (Christmas Eve, Christmas Day and New Year's Day Included)</b>			<b>10 days</b>
<b>March 23, 24, 2009**</b>	<b>Monday, Tuesday</b>	<b>Spring Break</b>	<b>2 days</b>
<b>April 10, 2009</b>	<b>Friday</b>	<b>Good Friday</b>	<b>1 day</b>
<b>May 25, 2009</b>	<b>Monday</b>	<b>Memorial Day</b>	<b>1 day</b>
<b>TOTAL</b>			<b>20 days</b>

Offices will be open until 5:00 PM on the days preceding the holidays.

*\*October 20 and 21 reflects Holiday Schedule for College only. Seminary staff and administration will operate on regular schedule during this time. The Seminary staff and administration will observe their holidays on November 24 and 25.*

*\*\*March 23 and 24 reflects Holiday Schedule for College only. Seminary staff and administration will operate on regular schedule during this time. The Seminary staff and administration will observe their holidays on April 8 and 9.*

# Erskine 2008-2009 Holiday Calendar

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				