

MEMORANDUM

TO: Hendrix College Staff
FROM: Vicki Lynn
Human Resources
RE: 2014-2015 Staff Holiday and Summer Work Schedule
DATE: April 17, 2014

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! Since our return from the holiday break, offices have been working a slightly modified schedule of 1 hour less each week. By replacing the current schedule with our summer hours, you will enjoy even more time off. An announcement will be made in September regarding any hours or shortened work schedule for next year - ***for now let's just enjoy the summer schedule!***

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 19, 2014 through August 11, 2014. 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.

Staff holidays for the 2014-2015 academic year will be as follows:

Labor Day	September 1, 2014 (Monday - Food Service will remain open)
Thanksgiving	November 26-28, 2014 (Close at 5:00 p.m. on Tuesday, November 25; reopen Monday, December 1)
Christmas/New Year	December 22, 2014-January 4, 2015 (Close at 3:00 p.m. on Friday, December 19; re-open Monday, January 5)
MLK Celebration	January 19, 2015
Spring Break	March 25-27, 2015 (Wednesday-Friday)
Good Friday	April 3, 2015 – close at 12:00 <u>noon</u>
Memorial Day	May 25, 2015 (Monday)
Independence Day	July 3, 2015 (Friday)

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