

December 18, 2001

MEMORANDUM:

TO: Vice Presidents, Deans, and Directors  
FROM: David R. Colburn, Provost  
SUBJECT: Office Staffing for Christmas Eve and New Year's Eve

While it is University policy to have offices staffed until 5 p.m., many of you have asked about Christmas Eve and New Year's Eve, since both fall on a Monday. For those of you who so choose, you may close the office if you and your staff decide to use annual leave. If this is your decision, please post a notice on the office door and also on your answering machine. Thank you.

DRC/cl