Subject: Summer Hours 2011 and Holiday Schedule for Fiscal Year 2011-2012

Date: Monday, March 21, 2011

To: University Faculty & Staff

From: Tom Hoffacker, Director of Human Resources

Effective Monday, June 6, 2011 through Friday, July 29, 2011, the University will operate on a 7:30 a.m. to 4:00 p.m. schedule. This change will affect those employees who are currently scheduled to work from 8:00 a.m. to 4:30 p.m. Other operations will not be affected by this schedule change.

Following is the holiday schedule for the 2011-2012 fiscal year. This schedule applies to all faculty and staff except faculty members on 9-month contracts.

1. Independence Day ..... Monday, July 4, 2011
2. Labor Day ..... Monday, September 5, 2011
3. Fall Break, Faculty only ..... Thursday, September 29, 2011
4. Fall Break, Faculty and Staff ..... Friday, September 30, 2011
5. Thanksgiving, Wednesday prior ..... Wednesday, November 23, 2011
6. Thanksgiving Day ..... Thursday, November 24, 2011
7. Thanksgiving, Friday following..... Friday, November 25, 2011
8. Energy Savings Day 1 ..... Monday, December 19, 2011
9. Energy Savings Day 2 ..... Tuesday, December 20, 2011
10. Energy Savings Day 3 ..... Wednesday, December 21, 2011
11. Energy Savings Day 4 ..... Thursday, December 22, 2011
12. Christmas Eve Observed ..... Friday, December 23, 2011
13. Christmas Day Observed ..... Monday, December 26, 2011
14. Christmas, Administrative Closure Day 1 ..... Tuesday, December 27, 2011
15. Christmas, Administrative Closure Day 2 ..... Wednesday, December 28, 2011
16. Christmas, Administrative Closure Day 3 ..... Thursday, December 29, 2011
17. New Year's Eve Observed ..... Friday, December 30, 2011
18. New Year's Day Observed ..... Monday, January 2, 2012
19. Martin Luther King, Jr.'s Birthday..... Monday, January 16, 2012
20. Spring Break, Day 1..... Wednesday, March 21, 2012
21. Spring Break, Day 2..... Thursday, March 22, 2012
22. Spring Break, Day 3..... Friday, March 23, 2012
23. Memorial Day..... Monday, May 28, 2012

This schedule is established in accordance with policy number IV D in the Murray State University Personnel Policies and Procedures Manual. The calendar and policies are available at http://www.murraystate.edu/hr. Questions about this schedule should be addressed to HR at 270-809-2146 or msu.hr@murraystate.edu.