



**HUMAN RESOURCES
MURRAY STATE UNIVERSITY**

Interoffice Communication

Subject: Change in Work Schedule for Summer Months

Date: May 4, 2009

To: University Faculty & Staff

From: Tom Hoffacker, Director
Human Resources

Effective Monday, June 8, 2009 through Friday, July 31, 2009, 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. All employees who normally work from 8:00 a.m. to 4:30 p.m. should make necessary arrangements to adjust their working schedule for this period.

Please make every effort to accommodate unusual circumstances so that office hours are responsive to University needs.

TH/tp