
MEMORANDUM

TO: ALL EMPLOYEES
FROM: NATALIE HIGLEY
SUBJECT: HOLIDAY SCHEDULE FOR 2007
DATE: 8/28/2007

The following is a tentative list of holidays scheduled during the calendar year 2007:

HOLIDAYS

January 1	–	New Year's
January 15	–	Martin Luther King Jr.
March 9	–	Spring Holiday
July 4	–	Independence Day
September 3	–	Labor Day
November 22, 23	–	Thanksgiving
December 25, 26, 27, 28, 31	–	Christmas

REQUIRED ANNUAL LEAVE (CAMPUS WILL BE CLOSED)

December 20, 2007
December 21, 2007
December 24, 2007

The college will re-open Wednesday, January 2, 2007.