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**MEMORANDUM**

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**TO:** ALL EMPLOYEES  
**FROM:** NATALIE HIGLEY  
**SUBJECT:** HOLIDAY SCHEDULE FOR 2008  
**DATE:** 8/28/2007

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The following is a tentative list of holidays scheduled during the calendar year 2008:

**HOLIDAYS**

January 1	New Year's
January 21	Martin Luther King Jr.
March 7	Spring Holiday
July 4	Independence Day
September 1	Labor Day
November 27, 28	Thanksgiving
December 25, 26, 29, 30, 31	Christmas

**REQUIRED ANNUAL LEAVE (CAMPUS WILL BE CLOSED)**

December 22, 2008

December 23, 2008

December 24, 2008

January 2, 2009

*The college will re-open Monday, January 5, 2009.*