
MEMORANDUM

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

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.