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**MEMORANDUM**

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**TO:** ALL EMPLOYEES  
**FROM:** NATALIE HIGLEY  
**SUBJECT:** HOLIDAY SCHEDULE FOR 2009  
**DATE:** 09/04/2008

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The following is a tentative list of holidays scheduled during the calendar year 2009:

**HOLIDAYS**

January 1	New Year's
January 19	Martin Luther King Jr.
March 13 (estimate)	Spring Holiday
July 3	Independence Day
September 7	Labor Day
November 26, 27	Thanksgiving
December 24, 25, 29, 30, 31	Christmas

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

January 2, 2009

December 28, 2009

*The college will re-open Monday, January 4, 2010.*