

MEMORANDUM

DATE: 7/1/2009

TO: Dlab Faculty and Staff

FROM: Barb Powers, Director

RE: DLAB 2009-10 Holiday Schedule



DAY	DATE	HOLIDAY	STATUS
FRIDAY	July 3, 2009	Independence Day	Closed
MONDAY	September 7, 2009	Labor Day	Closed
THURSDAY	November 26, 2009	Thanksgiving	Closed
FRIDAY	November 27, 2009	Thanksgiving	Half staff/ Half Day
THURSDAY	December 24, 2009	Christmas	Half staff/ Half Day
FRIDAY	December 25, 2009	Christmas	Closed
FRIDAY	January 1, 2010	New Years	Closed
MONDAY	January 18, 2010	Martin Luther King Day	Half staff/ Half Day
MONDAY	May 31, 2010	Memorial Day	Closed

Holidays must be taken each year and cannot be carried forward from one year to another as annual leave.
Half staff half day means that we need people to open mail, route samples and lab staff to set up/and or complete time sensitive tests. Section heads will work with director to determine required section coverage for half day/half staff.