



Office of Human Resources

MEMORANDUM

TO: Faculty and Staff
FROM: Sheila Hobson
Senior Director of Human Resources
DATE: January 15, 2010
SUBJECT: University Closed

Please be advised that the University is closed on the following dates:

Monday, January 18, 2010 – Martin Luther King, Jr. Birthday
Tuesday, January 19, 2010 – Furlough Day

Your timesheet should denote **HOL** for January 18th and Furlough Day (**FURLO**) for January 19th.

Please feel free to give us a call in this regard and have a wonderful weekend.