

DATE: November 20, 2007
TO: Staff Employees
cc: Faculty
FROM: John A. Ahladas, Treasurer

The President's Cabinet has named the following days as official Randolph-Macon College holidays for 2008. For planning purposes, a partial listing of approved 2009 holidays is also included. The Staff Handbook currently lists eleven holidays. However, the Cabinet at its discretion may add more days depending on which day of the week certain national holidays fall. (* Denotes additional holidays not specified in the Staff Handbook.)

Please note that the holidays are listed below on a calendar-year basis. I recommend that you keep this memo with your handbook.

2008

January 1, 2008, Tuesday
March 28, 2008, Friday, (Last day of spring break for 2008)
May 26, 2008, Monday, (Memorial Day)
July 4, 2008, Friday, (Independence Day)
November 27, 2008, Thursday, (Thanksgiving Day)
November 28, 2008, Friday, (the day after Thanksgiving)

Semester Break Holidays-

December 24, 2008, Wednesday
December 25, 2008, Thursday
December 26, 2008, Friday
December 29, 2008, Monday
December 30, 2008, Tuesday
*December 31, 2008, Wednesday

2009 (Partial)

January 1, 2009, Thursday
*January 2, 2009, Friday
March 27, 2009, Friday, (Last day of spring break for 2009)
May 25, 2009, Monday, (Memorial Day)

Although the College will be closed as noted above, Cabinet officers may alter an office's schedule to accommodate the specific needs of that office and the College. For example, the Physical Plant and Campus Security will be open December 24 through January 2, with adequate staff available to respond to any routine or emergency situations requiring their services.