

DATE: November 24, 2009
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 2010. For planning purposes, a partial listing of approved 2011 holidays is also included. The Staff Handbook currently lists eleven holidays.

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

2010

January 1, 2010, Friday
March 26, 2010, Friday, (Last day of spring break for 2010)
May 31, 2010, Monday, (Memorial Day)
July 5, 2010, Monday, (Independence Day)
November 25, 2010, Thursday, (Thanksgiving Day)
November 26, 2010, Friday, (the day after Thanksgiving)

Semester Break Holidays-

December 24, 2010, Friday
December 27, 2010, Monday
December 28, 2010, Tuesday
December 29, 2010, Wednesday
December 30, 2010, Thursday
December 31, 2010, Friday (in lieu of New Year's Day)

2011 (Partial)

March 25, 2011, Friday, (Last day of spring break for 2011)
May 30, 2011, 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 December 31, with adequate staff available to respond to any routine or emergency situations requiring their services.