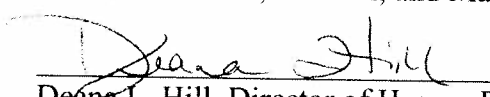




**LOCK
HAVEN**
UNIVERSITY
OF PENNSYLVANIA

TO: LHUP AFSCME, SCUPA, and Management Employees
 FROM: 
 Deana L. Hill, Director of Human Resources
 DATE: December 18, 2008
 RE: 2009 Holiday Schedule

Listed below are the **2009** holidays recognized by the Commonwealth of Pennsylvania and the Pennsylvania State System of Higher Education. The University will be closed on the days listed below in observance of the holidays noted.

HOLIDAY

WILL BE OBSERVED (and the University will be closed) ON:

New Year's Day (2009)	Thursday, January 1, 2009
Martin Luther King Jr. Day	Monday, January 19, 2009
President's Day (2/16/09)	Tuesday, December 29, 2009
Memorial Day	Monday, May 25, 2009
Independence Day	Friday, July 3, 2009
Labor Day	Monday, September 7, 2009
Columbus Day (10/12/09)	Wednesday, December 30, 2009
Veteran's Day (11/11/09)	Thursday, December 31, 2009
Thanksgiving Day	Thursday, November 26, 2009
Day After Thanksgiving**	Friday, November 27, 2009
Christmas Day	Friday, December 25, 2009

** Personal or Annual Leave must be scheduled (ONLY pertains to SCUPA & Management Employees)

Due to the change in the celebration of the Martin Luther King, Jr. holiday, the University will be open on December 28, 2009. Liberal leave will be in effect for this day and employees are encouraged to schedule an annual or personal day. It is anticipated that most buildings will be unoccupied on this date. **Therefore, the names of employees who will be working December 28, 2009 should be forwarded to me, through the employee's supervisor, not later than December 21, 2009 in order to alert Public Safety.**

The Christmas – New Year's schedule will be as follows:

Friday, December 25, 2009 Christmas Day Observed (Closed)	Monday, December 28, 2009 (Open) Liberal Leave is encouraged	Tuesday, December 29, 2009 Presidents' Day Observed (Closed)
Wednesday, December 30, 2009 Columbus Day Observed (Closed)	Thursday, December 31, 2009 Veterans' Day Observed (Closed)	Friday, January 1, 2010 New Year's Day Observed (Closed)