

# **WABASH** **COLLEGE**

## **MEMORANDUM**

June 2012

**To:** Faculty and Staff  
**From:** Public Affairs Office  
**Re:** *Office Hours and Holidays for 2012-2013*

Offices will be open from 8:00 a.m. to noon and 1:00 p.m. to 4:30 p.m. Monday through Friday.

The schedule for holidays when offices are closed for the 2012-2013 academic year will be:

Independence Day	Offices closed Wednesday, July 4, 2012.
Labor Day	Some offices are open Monday, September 3, 2012. <i>(Since school is in session, offices that work directly with students will be staffed and open on this date.)</i>
Thanksgiving	Offices closed Thursday, November 22 and Friday, November 23, 2012.
Christmas	Offices closed Monday, December 24 and Tuesday, December 25, 2012.
New Year's Day	Offices closed Monday, December 31, 2012 and Tuesday, January 1, 2013.
Memorial Day	Offices closed Monday, May 27, 2013.
Independence Day	Offices closed Thursday, July 4, 2013.