

WABASH COLLEGE

MEMORANDUM

July 1, 2009

To: Faculty and Staff
From: Public Affairs Office
Re: *Office Hours and Holidays for 2009-2010*

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 2009-2010 academic year will be:

Independence Day	Offices closed Friday, July 3, 2009.
Labor Day	Some offices are open Monday, September 7, 2009. <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 26 and Friday, November 27, 2009.
Christmas	Offices closed Thursday, December 24 and Friday, December 25, 2009.
New Year's Day	Offices closed Thursday, December 31, 2009 and Friday, January 1, 2010.
Memorial Day	Offices closed Monday, May 31, 2010.
Independence Day	Offices closed Monday, July 5, 2010.