



Human Resources Management  
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## MEMORANDUM

TO: University Deans, Department Heads and Administrative Officials

FROM: Susan H. Carullo *SHC*  
Director

DATE: January 05, 2012

SUBJECT: **Martin Luther King, Jr., Holiday – Monday, January 16, 2012**

**Martin Luther King, Jr., Holiday, January 16, 2012**, is an Official State holiday for employees of the Medical University. *Different holidays may apply for employees of the Medical University Hospital Authority and other entities of the Medical University.*

All employees who occupy FTE or research grant positions, regardless of their regular schedules, are entitled to this holiday. Should scheduling problems exist requiring that employees work, compensatory time can be granted. Please refer to the Holiday Policy, No. 23, on the MUSC Home Page, Human Resources, University Human Resources, Policies website, or at <http://www.musc.edu/hrm2/policies/policy23.html>.

University Mail Services, the Office of Parking Management and University Transportation Services (campus shuttle bus service) will be closed in observance of this holiday. Medical Center and other employees who are required to work on these days are invited to park in one of the following employee parking locations:

- E lot/President Street garage (PGII) 91 President Street
- Rutledge Tower garage (PGIII), 79 Vanderhorst Street
- Courtenay Drive garage (PG V), 21 Courtenay Drive
- Bee Street garage (PG VII), 122 Bee Street.

The Office of Parking Management reminds employees that parking in a patient/visitor parking lot or garage is restricted to patients and visitors. Employees may park in patient facilities only when at MUSC as patients themselves or by pre-authorization from Parking Management.

*Supervisors please disseminate this information to employees within your area of responsibility who may not have access to e-mail.*

SHC/jo

cc: *Betts Ellis, Administrator for Institutional Relations*  
*Brad Evans, Human Resources Director, University Medical Associates*  
*Dave Neff, Administrator for Ambulatory Care Services*