



MEMORANDUM

TO: University Deans, Department Heads, and Administrative Officials
FROM: Susan H. Carullo *SHC*
Director
DATE: October 19, 2011
SUBJECT: **State Holidays in November**

The following is a list of the Official State holidays in November for employees of the Medical University. *Employees of the Medical University Hospital Authority are not subject to State Human Resource Regulations and have a different PTO/Holiday Plan.*

<u>Holiday</u>	<u>Date</u>
Veterans' Day	Friday, November 11
Thanksgiving Day	Thursday, November 24
Day after Thanksgiving	Friday, November 25

All employees who occupy FTE or research grant positions, regardless of their regular schedules, are entitled to these holidays. 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>.)*

The Office of Parking Management and University Transportation Services will operate as usual on Veterans' Day, November 11. Employees are asked to park in their usual assigned area on this holiday. On Thanksgiving Day, November 24, and the day after Thanksgiving, November 25, Mail Services, the Office of Parking Management, and University Transportation Services will be closed. Employees who are required to work on these holidays are invited to park in one of the following employee parking facilities:

- President Street parking garage (PGII/E Lot), 91 President Street
- Bee Street parking garage (PGVII/A Lot), corner of Bee & Courtenay
- Courtenay Drive garage (PG V/K Lot), Charleston Center Drive
- Rutledge Tower parking garage (PGIII/W Lot), corner of Vanderhorst Street and Rutledge Avenue

To ensure adequate parking for patients and visitors, employees are asked not to park in the Ashley Rutledge or Jonathan Lucas Street patient garages.

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

SHC/jo

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