



Human Resources Management
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MEMORANDUM

TO: University Deans, Department Heads and Administrative Officials

FROM: Susan H. Carullo *SHC*
Director

DATE: January 9, 2012

SUBJECT: **President's Day Holiday - Monday, February 20, 2012**

President's Day is an official state holiday and will be observed on Monday, February 20, 2012. *Employees of the Medical University Hospital Authority are not subject to State Human Resource Regulations and have a different PTO/Holiday Plan.*

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 Policy No. 23 at <http://www.musc.edu/hrm2/policies/policy23.html>).

University Mail Services will be closed in observance of President's Day. The Office of Parking Management and University Transportation Services will operate all parking facilities and bus service as usual. All employees should park in their normal parking locations on February 20. Public parking locations serving patients and visitors will operate as usual.

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 use these facilities only when at MUSC as patients themselves or with pre-authorization by Parking Management. Any employee in violation of this policy is at risk of receiving a parking citation, and payment of hourly parking fees will be required upon exiting the parking lot.

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