



Human Resources Management
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Memorandum

TO: University Deans, Department Heads and Administrative Officials

FROM: Susan H. Carullo SHC
Director

DATE: June 19, 2009

SUBJECT: **Independence Day Holiday – Observed on July 3rd**

The **Independence Day Holiday**, July 4, 2009, is an Official State holiday for employees of the Medical University. However, since this holiday falls on Saturday, it **will be observed** on **Friday, July 3, 2009**. 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. For additional information regarding State Observed Holidays, please refer to Human Resources Management Policy No. 23, Holidays, <http://www.musc.edu/hrm2/policies/policy23.html>.

Mail Services, Parking Management, and Transportation Services (Shuttle buses) will not operate on this holiday. Employees who are required to work on this holiday are invited to park in the President Street employee parking garage (PGII/E Lot) at 91 President Street, in the Rutledge Tower parking garage (PGIII/W Lot) at the corner of Vanderhorst Street and Rutledge Avenue and in the Courtenay Drive garage at Charleston Center and Courtenay Drive. 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 the employees in your area.

SHC/jo

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