

Memorandum

TO: University Deans, Department Heads and Administrative Officials

FROM: Susan H Carullo *SHC*
Director

DATE: August 20, 2009

SUBJECT: **Labor Day – September 7th**

Labor Day is an official State holiday and will be observed on **Monday, September 7, 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 employees within your area of responsibility who may not have access to e-mail.

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