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Memorandum

TO: University Deans, Department Heads and Administrative Officials

FROM: Susan H. Carullo *SHC*
Director

DATE: January 7, 2009

SUBJECT: **Martin Luther King, Jr., Holiday**

Martin Luther King, Jr., Day is an official State holiday and will be observed on Monday, January 19, 2009. Employees of 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/hrm/policies/policy23.html>).

The Office of Parking Management, University Transportation Services and Mail Services will be closed on Monday, January 19, 2009, in observance of this holiday. There will be no shuttle bus service. Employees who are required to work on this holiday are invited to park in the following garages: President Street (E-Lot, PG II); Rutledge Tower (PG III); Courtenay Drive (PG V) and Bee Street (PG VII). Patient parking locations will operate as usual. The Office of Parking Management reminds you that parking in a patient/visitor parking lot or garage is prohibited unless otherwise stated or pre-authorized. Any employee in violation of this policy is at risk to receive 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

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