



Human Resources Management
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MEMORANDUM

TO: University Deans, Department Heads, and Administrative Officials

FROM: Susan H. Carullo, University Human Resources Director *SHC* DATE:
December 7, 2015

SUBJECT: **State Observed Holidays for Christmas and New Year's Day**

The following is a list of Official State holidays for Christmas and New Year's Day for State 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> |
|---------------------|-------------------------|
| Christmas Eve | Thursday, December 24 |
| Christmas Day | Friday, December 25 |
| Day after Christmas | Monday, December 28 |
| New Year's Day | Friday, January 1, 2016 |

All employees who occupy State FTE or research grant positions, regardless of their regular schedules, are eligible for 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 (except patient and visitor operations) and University Transportation Services will be closed on Thursday, Friday and Monday, December 24, 25 and 28, 2015 and Friday, January 1, 2016, in observance of these holidays. *(Please refer to the attached parking and transportation service schedule.)*

Parking Management Patient and Visitor Parking Operations will operate on Monday, December 28, to support Medical Center patient services.

Mail Services will be closed for all state holidays.

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

SHC:RPR:jo

cc: *Helena Bastian, Medical Center Human Resources Director*
Michelle Wiles, Chief Human Resources Officer, MUSC Physicians

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Office of Parking Management and University Transportation
Christmas 2015 and New Year's 2016 Holiday Service Schedule

University Transportation Services (UTS) and the Office of Parking Management (OPM) (*except for patient and visitor parking services*) will be closed on Christmas Eve, Thursday, December 24; Christmas Day, Friday, December 25; the Day after Christmas observed on Monday, December 28; and New Year's Day, Thursday, January 1, 2016. Ambulatory Care and MUHA employees who are required to work on these days and who normally park in MUSC off-campus locations are invited to park in on-campus MUSC locations in accordance with the following schedule.

Thursday, December 24.

- No bus service.
- Employees park in:
 - Bee Street garage (PGVII/A lot), corner of Bee and Courtenay (1,485 spaces).
 - President Street garage (PGII/E lot), 91 President Street (930 spaces).
 - Courtenay Drive garage (PGV/K lot), Charleston Center Drive (1,550 spaces).
 - M-lot (surface lot corner of Bee and Courtenay) 165 Cannon St. (165 spaces).
- ***Patient and visitor parking locations are open for visitors but unattended. (No employee parking, please, in patient locations.)***

Friday, December 25.

- No bus service .
- Employees park in:
 - Bee Street garage (PGVII/E lot), corner of Bee and Courtenay (1,485 spaces).
 - President Street garage (PGII/E lot), 91 President Street (930 spaces).
 - Courtenay Drive garage (PGV/K lot), Charleston Center Drive (1,550 spaces).
 - M-lot (surface lot corner of Bee and Courtenay) 165 Cannon St. (165 spaces).
- ***Patient and visitor parking locations are open for visitors but unattended. (No employee parking, please, in patient locations.)***

Monday, December 28.

- No bus service.
- Employees park in:
 - Bee Street garage (PGVII/A lot), corner of Bee and Courtenay (1,485 spaces).
 - President Street garage (PGII/E lot), 91 President Street (930 spaces).
 - M-lot (surface lot corner of Bee and Courtenay) 165 Cannon St. (165 spaces).
- **Normal patient and visitor parking services are in operation. (No employee parking please, in patient locations.)**

Friday, January 1, New Year's Day.

- No bus service.
- Employees park in:
 - Bee Street garage (PGVII/A lot) corner of Bee and Courtenay (1,485 spaces).
 - President Street garage (PGII/E lot), 91 President street (930 spaces).
 - Courtenay Drive garage (PGV/K lot), Charleston Center Drive (1,550 spaces).
 - M-lot (surface lot corner of Bee and Courtenay) 165 Cannon St. (165 spaces).
- ***Patient and visitor parking locations are open for visitors but unattended. (No employee parking, please, in patient locations.)***

Please note that Rutledge Tower garage (PGIII/W lot) is *not* offered to general employee parking on any of these holidays. On these holidays RT garage will serve registered W lot after-hours parkers and W lot decal holders as usual.

For parking information contact the Office of Parking Management, 792-3665, or go to the parking website, www.musc.edu/parking.