

MEMORANDUM

TO: All WVUPC Support Staff Employees

FROM: Barbara Petry
WVUPC Human Resources Manager

DATE: November 21, 2008

SUBJECT: 2009 Holiday Schedule

Listed below is a schedule of holidays WVUPC will be observing for the calendar year 2009. These are the official holidays to be observed by all regular employees.

HOLIDAYS FOR 2009

Thursday, January 1, 2009	-	New Year's Day
Monday, January 19, 2009	-	Martin Luther King, Jr. Day
Monday, May 25, 2009	-	Memorial Day
Friday, July 3, 2009	-	Independence Day
Monday, September 7, 2009	-	Labor Day
Thursday, November 26, 2009	-	Thanksgiving Day
Friday, November 27, 2009	-	Thanksgiving Holiday
Thursday, December 24, 2009	-	Winter Holiday
Friday, December 25, 2009	-	Winter Holiday
Friday, January 1, 2010	-	New Year's Day

If you have any questions regarding this schedule please contact the Human Resources Department at 347-1291.

Please note: Our clinics may be open to serve our patients on some of these designated holidays. Please consult your supervisor to determine your clinic's schedule.