



Department of Human Resources

TO: MSM Staff and Faculty

FROM: Denise Britt
Associate Vice President, Human Resources

RE: **2017 Holiday Schedule**

DATE: January 3, 2017

Morehouse School of Medicine recognizes the following legal holidays to be observed by the closing of all departments and offices **except where services are essential** for school operations.

<u>Holiday</u>	<u>Date</u>
Martin Luther King, Jr.'s Birthday	Monday, January 16, 2017
Good Friday	Friday, April 14, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Thanksgiving Day	Thursday, November 23, 2017
Day after Thanksgiving	Friday, November 24, 2017
Christmas Holidays	Monday, December 25, 2017 and Tuesday, December 26, 2017
New Year's Holidays	Monday, January 1, 2018 and Tuesday, January 2, 2018

Time off for essential services (i.e. Public Safety, Center of Laboratory Animal Services, and clinical services) must be coordinated with managers. The Senior Associate Dean, Clinical Affairs, in collaboration with the clinical Department Chairs, will coordinate the Morehouse Healthcare medical offices' schedules. Details regarding staffing at our clinical sites and for essential personnel during the holiday season will be provided at a later date.

If you have questions, please contact the Department of Human Resources at 404-752-1600.

CC: Valerie Montgomery Rice, MD
F. John Case, Ed.D