



Human Resources

TO: MSM Staff and Faculty
FROM: Denise Britt
Associate Vice President, Human Resources

RE: 2016 Holiday Schedule

DATE: January 5, 2016

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 18, 2016
Good Friday	Friday, March 25, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Thanksgiving Day	Thursday, November 24, 2016
Day after Thanksgiving	Friday, November 25, 2016
Christmas Eve	Friday, December 23, 2016
Christmas Day	Monday, December 26, 2016
New Year's Eve	Friday, December 30, 2016
New Year's Day	Monday, January 02, 2017

Time off for essential services (i.e. Public Safety, Center of Laboratory Animal Services and clinical services) must be coordinated with managers. Dr. Derrick Beech, 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
John Case, Ed.D