



Human Resources

TO: MSM Staff and Faculty
FROM: Denise Britt
Associate Vice President, Human Resources
RE: **2015 Holiday Schedule**
DATE: January 9, 2015

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 19, 2015
Good Friday	Friday, April 3, 2015
Memorial Day	Monday, May 25, 2015
Independence Day	Friday, July 3, 2015
Labor Day	Monday, September 7, 2015
Thanksgiving Day	Thursday, November 26, 2015
Day after Thanksgiving	Friday, November 27, 2015
Christmas Eve	Thursday, December 24, 2015
Christmas Day	Friday, December 25, 2015
New Year's Eve	Thursday, December 31, 2015
New Year's Day	Friday, January 01, 2016

Time off for essential services (ie. 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