



Human Resources

TO: MSM Staff and Faculty
FROM: Denise Britt *Denise Britt*
Associate Vice President, Human Resources
RE: **FY 2014 Holiday Schedule**
DATE: January 6, 2014

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 20, 2014
Good Friday	Friday, April 18, 2014
Memorial Day	Monday, May 26, 2014
Independence Day	Friday, July 4, 2014
Labor Day	Monday, September 1, 2014
Thanksgiving Day	Thursday, November 27, 2014
Day after Thanksgiving	Friday, November 28, 2014
Christmas Eve	Wednesday, December 24, 2014
Christmas Day	Thursday, December 25, 2014
New Year's Eve	Wednesday, December 31, 2014
New Year's Day	Thursday, January 01, 2015

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: John E. Maupin, D.D.S.
Valerie Montgomery Rice, MD
John Case, Ed.D