~ NOTICE ~

TO: All Employees (via “e-mail” and limited departmental distribution)
FROM: Human Resources Department
DATE: March 12, 2010
RE: 2010-11 INSTITUTIONAL HOLIDAY CALENDAR

The following days will be observed by West Liberty for the 2010-11 Fiscal Year:

4th July Holiday  Monday July 5th, 2010
Labor Day        Monday September 6th, 2010
Thanksgiving     Thursday and Friday November 25th and 26th, 2010
Winter Holiday   Thursday December 23rd through Thursday December 30th, 2010
New Year’s Holiday Friday December 31st, 2010 and Monday January 3rd, 2011
Martin Luther King, Jr. Day Monday January 17th, 2011
Memorial Day      Monday, May 30th, 2011

Should the Governor declare any day(s) that would modify the above listed calendar; an announcement would be made regarding such modification(s) at the earliest opportunity.

Cc  HEPC Central Office