



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

July 17, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-104

Distributed via Campus Mail

To: All Faculty and Staff

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Fiscal Year 2010 Holiday Schedule

In accordance with Chapter 662 of the Texas Government Code, state employees are entitled to observed fourteen (14) holidays during the fiscal year ending August 31, 2010. Holidays that occur on a weekend are not automatically made up the following Monday. The holiday schedule set forth below has been approved by the Board of Regents of the Texas A&M University System for our University.

Holiday	Number of Days	Date
Thanksgiving	2	November 26-27, 2009
Christmas – New Year	8	December 23, 2009 – January 1, 2010
Martin Luther King, Jr. Day	1	January 18, 2010
Spring Break	1	March 19, 2010
Memorial Day	1	May 31, 2010
Independence Day	1	July 5, 2010

The Chancellor has been authorized to modify the holiday schedule when such a change is deemed to be in the public interest. Units that need to maintain a skeleton crew on holidays to serve the needs of our students or the campus will operate in the manner approved by System regulations and/or President Wright or his delegate. Prairie View A&M offices (all locations) will close at the later of the conclusion of class or 5:00 p.m. on the work day prior to the holiday shown above and will reopen by 8:00 a.m. on the work day after the conclusion of the holiday (*Subject to change based upon the approval by Chancellor for an adjusted “summer work schedule”*).

If there are any questions about the holiday schedule, please feel free to contact me at X2150 or via email at mlhodge@pvamu.edu.

xc: Dr. George C. Wright

MLH: pgs