



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

July 27, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-105

Distributed via Campus Email

TO: Faculty and Staff

FROM: Mary Lee Hodge  
Senior Vice President for Business Affairs

RE: FY11 Holiday Schedule and 2011 Alternate Summer Work Schedule

The following holiday schedule has been approved by the Board of Regents for Prairie View A&M University for FY11:

Thanksgiving	2 days	November 25-26, 2010
Christmas – New Year	6 days	December 24-31, 2010
Martin Luther King, Jr. Day	1 day	January 17, 2011
Spring Break	1 day	March 18, 2011
Memorial Day	1 day	May 30, 2011
Independence Day	1 day	July 4, 2011

The alternate work schedule for this coming summer (2011) has also been approved. The alternate work schedule will be implemented from May 16, 2011 through August 12, 2011. All offices except for units that support enrolled students and units that serve potential students, will work from 7:30 a.m. -5:00 p.m., Monday-Thursday, and 8:00 a.m. until 12 noon on Fridays. Lunch times on Monday-Thursday will be reduced to ½ hour each day. Full-time employees will be required to work this revised schedule so that they maintain a 40-hour work week. Part-time employee schedules will be adjusted within the unit to ensure that unit workloads are met. Class times will not be affected by this mandate; however, classes will be consolidated using a fewer number of buildings.

If you have any questions, please contact me at [mlhodge@pvamu.edu](mailto:mlhodge@pvamu.edu) or 936-261-2150.

xc: Dr. George C. Wright, President