NOTICE: 110.735

DATE: 10/16/2013

MEMORANDUM TO: UNIVERSITY COMMUNITY  DISTRIBUTION: ALL SITES

FROM: OFFICE OF THE PRESIDENT

SUBJECT: UNIVERSITY HOLIDAY CLOSURE REMINDER

1. PURPOSE: This notice is to inform all employees that the University will be closed on the following dates:

   - Thursday, November 28, 2013 (Thanksgiving Day)
   - Friday, November 29, 2013 (Day after Thanksgiving)
   - Wednesday, December 25, 2013 (Christmas Day)
   - Wednesday, January 1, 2014 (New Year’s Day)

2. ACTION: All essential employees who are required to work will receive compensation in accordance with the applicable policy. All managers must identify and submit a list of essential employees to their Vice President (who will in turn forward the list to HR) no later than October 31, 2013. Employees must receive written notice of their designation and the requirement to report to duty. (See Attachment)

3. ADDITIONAL INFORMATION: Please contact the Office of Human Resources at 202-274-5020.

Have a safe and happy holiday season.

James E. Lyons, Interim President
Office of Human Resources

To: Essential Employee

From: Myrtho M. Blanchard, Vice President of Human Resources

Thru: James E. Lyons, Interim President

Date: ______________________

Re: Designation as Essential Employee

Please be advised that you are designated as an essential employee\(^1\) to assure continuation of essential functions at the University of the District of Columbia and its subsidiaries.

Designation as an essential employee means your duties are of such a nature as to require you to report to work, work remotely, or remain at the worksite to continue agency operations during an emergency or impeding an urgent situation. When an emergency is declared, or upon notification, essential employees must contact their supervisor via telephone and monitor local communications (radio, television, UDC website and DC Alert) for further information on where to report or to standby for further instructions. For your convenience, your department telephone listing is attached to this memorandum.

I wish to express my sincere appreciation and thanks to you for taking on this important responsibility.

Signature required for receipt:

Print Name: ______________________ Signature: ______________________

Department: ______________________ Date: ______________________

Indicate Normal Tour of Duty:

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cc: Personnel File

\(^1\)AFSCME CBA 1998 Title 18 §18.2 Essential Employee designation for University Police. All other employees must receive written notice designating their position as essential during emergency or impending urgent situations.