



Human Resources Management  
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## MEMORANDUM

TO: University Deans, Department Heads, and Administrative Officials

FROM: Susan H. Carullo, University Human Resources Director *SHC*

DATE: December 1, 2016

SUBJECT: **State Observed Holidays for Christmas and New Year's Day**

The following is a list of official state holidays for Christmas and New Year's Day for State employees of the Medical University. *Employees of the Medical University Hospital Authority are not subject to State Human Resource Regulations and have a different PTO/Holiday Plan.*

<u>Holiday</u>	<u>Date</u>
Christmas Eve	Friday, December 23 ( <i>Observance</i> )
Christmas Day	Monday, December 26 ( <i>Observance</i> )
Day after Christmas	Tuesday, December 27 ( <i>Observance</i> )
New Year's Day	Monday, January 2, 2017

All employees who occupy State FTE or research grant positions, regardless of their regular schedules, are eligible for these holidays. Should scheduling problems exist requiring that employees work, compensatory time can be granted. *Please refer to the Holiday Policy, No. 23, on the MUSC Home Page, Human Resources, University Human Resources, Policies website, or at <http://www.musc.edu/hrm2/policies/policy23.html>.*

The Office of Parking Management (*except patient and visitor operations*) and University Transportation Services will be closed on Friday, Monday and Tuesday, December 23, December 26 and December 27, 2016 and Monday, January 2, 2017 in observance of these holidays. (*Please refer to the attached parking and transportation service schedule.*)

Parking Management Patient and Visitor Parking Operations will operate on Friday, December 23, and Tuesday, December 27, to support Medical Center patient services.

Mail Services will be closed for all state holidays.

Supervisors, please post and otherwise disseminate this information to employees within your area of responsibility who may not have access to e-mail.

SHC:RPR:jo

cc: *Helena Bastian, Medical Center Human Resources Director*  
*Michelle Wiles, Chief Human Resources Officer, MUSC Physicians*

**Office of Parking Management and University Transportation**  
***Christmas 2016 and New Year's 2017 Holiday Service Schedule***

University Transportation Services (UTS) and the Office of Parking Management (OPM) (*except for patient and visitor parking services*) will be closed in observance of Christmas Eve, Friday, December 23; Christmas Day, Monday, December 26; the Day after Christmas observed on Tuesday, December 27; and New Year's Day, Monday, January 2, 2017. Ambulatory Care and MUHA employees who are required to work on these days and who normally park in MUSC off-campus locations are invited to park in on-campus MUSC locations in accordance with the following schedule.

**Friday, December 23, Christmas Eve (Observance)**

- No bus service
- Employees park in:
  - Bee Street garage (PGVII/A lot), corner of Bee Street and Courtenay Drive (1,485 spaces).
  - President Street garage (PGII/E lot), 91 President Street (930 spaces).
  - Courtenay Drive garage (PGV/K lot), Charleston Center Drive (1,550 spaces).
- ***Normal patient and visitor parking services are in operation. ( No employee parking, please, in patient locations. All parkers will be expected to pay.)***

**Saturday, December 24, Christmas Eve and Sunday, December 25, Christmas Day**

- Regular weeked employee parking schedule is in effect
- No bus service
- Employees park in:
  - Bee Street garage (PGVII/E lot), corner of Bee Street and Courtenay Drive (1,485 spaces).
  - President Street garage (PGII/E lot), 91 President Street (930 spaces).
  - Courtenay Drive garage (PGV/K lot), Charleston Center Drive (1,550 spaces).
- ***Patient and visitor parking locations are open for visitors but unattended. (No employee parking, please, in patient locations.)***

**Monday, December 26, Christmas Day (Observance)**

- No bus service
- Employees park in:
  - Bee Street garage (PGVII/E lot), corner of Bee Street and Courtenay Drive (1,485 spaces).
  - President Street garage (PGII/E lot), 91 President Street (930 spaces).
  - Courtenay Drive garage (PGV/K lot), Charleston Center Drive (1,550 spaces).
- ***Patient and visitor parking locations are open for visitors but unattended. (No employee parking, please, in patient locations.)***

**Tuesday, December 27 (Observance)**

- No bus service
- Employees park in:
  - Bee Street garage (PGVII/A lot), corner of Bee Street and Courtenay Drive (1,485 spaces).
  - President Street garage (PGII/E lot), 91 President Street (930 spaces).
  - Courtenay Drive garage (PGV/K lot), Charleston Center Drive (1,550 spaces).
- ***Normal patient and visitor parking services are in operation. ( No employee parking, please, in patient locations. All parkers will be expected to pay.)***

**Monday, January 2, New Year's Day (Observance)**

- No bus service
- Employees park in:
  - Bee Street garage (PGVII/A lot) corner of Bee Street and Courtenay Drive(1,485 spaces).
  - President Street garage (PGII/E lot), 91 President street (930 spaces).
  - Courtenay Drive garage (PGV/K lot), Charleston Center Drive (1,550 spaces).
- ***Patient and visitor parking locations are open for visitors but unattended. (No employee parking, please, in patient locations.)***

**Please note** that Rutledge Tower employee garage (PGIII/W lot) is **not** offered to general employee parking on any of these holidays. **Rutledge Tower garage will serve registered W lot after-hours parkers and W lot decal holders as usual.**

For parking information contact the Office of Parking Management, 792-3665, or go to the parking website, [www.musc.edu/parking](http://www.musc.edu/parking).