



"Lynn Johnson"
<ljohnson@NOTES.CC.SUNY
SB.EDU>

11/19/2003 04:59 PM

To "Torre,F.Jason" <FTORRE@NOTES.CC.SUNYSB.EDU>

cc

bcc

Subject Winter Holiday Guidelines

As we approach the holiday season Human Resource Services provides guidelines on Winter Holiday dates, reassignments, energy conservation, and other important information.

To access this year's memorandum, please access the Human Resource Services website at <http://www.stonybrook.edu/hr> , click on the red Winter Reminders stamp and select either the Research Foundation or State Memorandum.