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Subject 2004 Holiday Greetings

To: All Faculty and Staff

2004 Holiday Greetings from President Shirley Strum Kenny

The winter holidays provide a wonderful opportunity to reunite family and friends, and to enjoy family and cultural traditions.

For the Thanksgiving holiday many offices on the West Campus will choose to remain closed on Friday, November 26. Employees who wish to work on that day should contact Human Resource Services at 2-1129 to arrange alternative work locations.

The year-end holiday season is traditionally a time when employees spend some time away from the university. Final exams end on Saturday, December 18, and many offices will choose to operate with reduced staffing from Saturday, December 18, through Sunday, January 2, 2005. Please note that campus operations must continue with at least a skeleton crew throughout the period, except for official closings on Christmas day, December 25, and New Year's day, January 1, and the Fridays before each of these holidays (December 24 and December 31) when offices may choose to remain closed.

Stony Brook University Hospital and other Hospital and Health Science Center outpatient facilities will maintain normal operations during the holiday period. The Health Sciences Center building will remain fully functional except for the Fridays before each holiday. Human Resource Services will provide more detailed holiday information and guidelines on time and attendance issues.

As we approach the holiday season, let me thank you for all that you have accomplished in 2004. I wish you, and your families, a happy holiday.