

THE UNIVERSITY OF BRITISH COLUMBIA

VANCOUVER 8, CANADA

OFFICE OF THE PRESIDENT

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December 11, 1975

A. U. C. E.

Memorandum to: Deans, Directors and Heads of Departments, etc.  
From: C. J. Connaghan, Vice President of  
Administrative Services  
Subject: CHRISTMAS EVE -- (PLEASE POST)

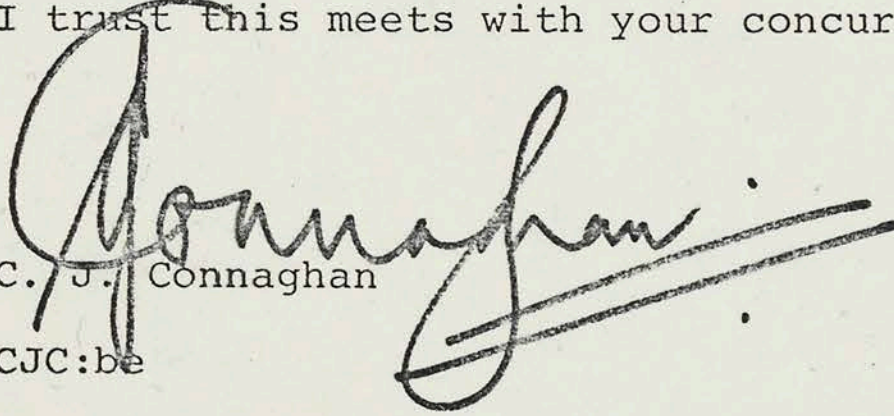
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In order to simplify the Christmas Eve arrangements for all employees of the University, it is intended to follow this procedure:

Employees, at work on the day shift on December 24 will work until 1:00 PM, on this occasion. This means that employees who normally work until 3:30, 4:30 or 5:00 PM will have at least two clear hours to participate in the normal Christmas social activities. This assumes the lunch break will be taken after one o'clock.

It is also intended that the two hour period will be made available to other employees on shift work, and who work on December 24. This time off will be taken at a convenient time.

I trust this meets with your concurrence.

  
C. J. Connaghan

CJC:be