



**2010 Holiday Greetings from President Stanley**

**Samuel L. Stanley Jr., M.D., President**

To: Torre,F.Jason

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To All Faculty and Staff,

As we approach the Holiday season, I want to take this opportunity to thank all of you for all your hard work.

As many of you are beginning to make plans to celebrate with your family and friends, I wanted to outline this year's holiday schedule.

For the Thanksgiving holiday many offices on the West Campus will choose to remain closed on Friday, November 26. Employees for whom this day is not a holiday and who wish to work on that day should contact Human Resource Services by e-mail at [HRS\\_Recruiting@notes.cc.sunysb.edu](mailto:HRS_Recruiting@notes.cc.sunysb.edu) in order 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 December 20 and many offices may choose to close on the "eves" Friday, December 24, and Friday, December 31, 2010, in addition to the official holiday closings on Christmas, December 25 and New Year's Day, January 1. Departments may also choose to operate with reduced staffing from Monday, December 27, through Thursday, December 30. Please note that campus operations must continue with at least a skeleton crew during this period.

Stony Brook University Medical Center and Health Sciences Center outpatient facilities, as well as the Long Island State Veterans Home, will maintain normal operations during the holiday period. Human Resource Services will provide more detailed holiday guidelines.

I wish you, and your families a wonderful holiday season.

Samuel L. Stanley Jr., M.D.  
President