



COLLEGE OF MICRONESIA –FSM

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Office of the President

November 30, 2015

Memorandum

TO: All College Employees

FROM: President 

SUBJECT: Christmas and New Year Holidays and Schedule of Pay Day

This year Christmas and New Year holidays fall on Fridays. In appreciation for your dedication and hard work in service to our students, administrative leave will be granted to all regular and contractual employees as follows:

Thursday, December 24th – full-day of leave.

Thursday, December 31st – full day of leave.

Essential security, dining hall, residence hall, and maintenance staff will need to work as regularly scheduled. Leave may be taken at a later time mutually agreed upon with the respective supervisor.

In addition, please be advised that the Business Office will process payroll checks before the scheduled payday to ensure that it will be available before New Year as follows:

The paycheck for employees paydays on January 1st, 2016 will be available on December 30, 2015.

I hope this time is used for rest and renewal. Warmest best wishes for a Merry Christmas and a Happy New Year!