M E M O R A N D U M

February 10, 2004

TO: All Locations

FROM: Information Technology Services (ITS)

SUBJECT: **HOLIDAY SCHEDULE – 2004**

In observance of the Presidents' Day holiday, the mainframe system will be inactivated according to the following schedule:

February 14	4:00 p.m.	All online systems will be inactivated
February 15	11:00 p.m.	Information Technology Services Closes
February 16		Information Technology Services Closed for Holiday
February 16	11:00 p.m.	Information Technology Services Opens
February 17	5:30 p.m.	ALL Online Systems will be available

If you have any questions regarding this memo, please call Support Services at 305-995-3705(0).