

MEMORANDUM

February 13, 2004

TO: All Locations
FROM: Information Technology Services (ITS)
SUBJECT: **HOLIDAY SCHEDULE – 2004 ** FINAL NOTICE ****

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 a.m.	ALL Online Systems will be available

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