

## Facilities Management Helps Make the Season Brighter



For several years, Brenda Buttner (left), Customer Service Manager at Alderman Road, has asked interested Facilities Management (FM) employees to donate to the annual Toy Lift, an entirely volunteer-run event which began in 1988 when founder Tom Powell decided to perch himself 80 feet up in a bucket truck at the corner of Hydraulic Rd. & 29. He stayed there until people donated 1,000 toys, which he then distributed to local children. Nineteen years later, Toy Lift has grown into a huge annual community event, raising over 17,000 toys for needy children in Central Virginia. Despite the economic times, Brenda said that response this year has been the most successful ever. “Facilities



Management employees donated \$255 and more than 150 toys including five brand new bikes for children who very well may not have had any holiday gifts,” she added. Also helping load the toys for delivery Customer Service Representatives Darlene Webb and Karen Fischer and General Services Leadman David W. Wood. For more details on the Toy Lift and Kids Lift Foundation, see <http://www.kidslift.org/toylift.htm>

Left Photo: At the November BBQ when Facilities Management employees celebrate the conclusion of another successful Combined Virginia Campaign in support of local non-profits, our Employee Council kicked off another community service event, a food drive to benefit the local Thomas Jefferson Area Food Bank (TJAFB). Within a week, Facilities Management employees had donated over 180 pounds of non-perishable food which Richard Barbour and Gary Allen delivered to the food bank right away to replenish much needed supplies for the increasing number of requests due to the poor economy. “By the fourth week, a total of 795 pounds was donated,” June Jones, Employee Council Chair, announced. “What a difference FM is making in the community! The TJAFB is one of four branches of the Blue Ridge Area Food Bank Network which serves 129,000 different people annually and distributed more than 8.7 million pounds of food last year. For more information, visit [www.brafb.org](http://www.brafb.org).



HVAC Supervisor Barry Napier (left) was among the 21 Facilities Management employees who donated 24 units of blood (including whole blood and hemapheresis) on December 11 for Virginia Blood Services (VBS). Resource Center Manager Garth Anderson and Center Archivist Ruta Vasiukevicius coordinate the quarterly drives. One hour of a donor’s time can mean a lifetime for someone else, Garth reminds us. VBS provides blood products to the University Hospital, Martha Jefferson, and the Augusta Medical Center.



(L-R) Electrical Maintenance Supervisor Wayne Russell and Electricians Dave Roberts and Jim O’Rourke installed 4,153 feet of LED light strands that draw 3.8 amps. The incandescent lights used last year drew 27 amps. The new LED lights will use 14% of last year’s power representing an 86% reduction. “The power for the Lawn lights is comparable to one personal computer in use,” Wayne added. A timer turns the lights on at dusk and off at dawn. 2008 marks the 8<sup>th</sup> annual Lighting of the Lawn.

*Dan Addison Photos*

### October-December 2008

#### In This Issue

- Day of Caring.....2-3
- Hoo’s New, Retired, Promoted 4
- Recycling News.....4, 8
- Compliments to You Hoos.....5
- Professional Development.....6
- Licensure Updates.....6
- Updates from UHR..... 7
- Annual Safety Report.....8

## Day of Caring 2008 - Facilities Management Volunteers made a Difference for Children



On September 17, 800 Facilities Management employees reported to work to handle their assigned duties in addition to the duties of 150 co-workers who had volunteered for the Annual Day of Caring. Each year, three groups of our skilled and very organized co-workers go to one of three non-profit locations to spread mulch, clear trails, paint barns, aerate soil, wash windows, replace light bulbs and perform routine and preventive maintenance that support a better environment. The very grateful benefactors are the campers with medical conditions who enjoy Camp Holiday Trails (CHT), the young Babe Ruth League players who learn sportsmanship and technique at Lane Field, and the Senior Center guests.



Some of the volunteers that day at CHT included (from top left, clockwise) at Carpenter Ned Rosson, Electricians Barry Wood and David Perry, Painter Richard Pace, Supervisory Historic Preservation Architect Jody Lahendro, Plumber Lee Wright, Carpenter Chris Herndon, (peering down from the ceiling), Building Services team Mary Steppe and Judy Kingrea and Project Manager Taryn Harrison. Aerating the Lane Field were Chris Ward (on tractor) and Steph Helterbran. At the Senior Center, Electricians Tony Thomas and (above) Dave Roberts and David Gentry took care of windows and lights. More on the next page.





Clockwise from left: Electrician Apprentice Jim O'Rourke and others worked under a deck while a hearty Landscape team took a break after clearing briars and brush to make a secure path and safe seating at an outdoor amphitheater. Team members included (top seats) Landscaper David Starkes, HSPP Electrician Lead Gary Allen, and Landscapers



Roland Von der Muhll, Kevin Beale and Ruben Trujillo; (front L-R) Landscapers Bobby Breckenridge, Kenny Felton, Supervisor Tim Spencer, Ibrihim Jour, Michelle Beaudreau and HSPP HVAC Tech Dave Morgan. Electricians Henry Garrison and Chad Simpson strategized electrical wire issues vs. squirrels. Carpentry Apprentice Jennifer Maiorano and Carpenter Lead Anthony Whindleton helped gut the cabin baths for replacements. Plumber Apprentice Scott Marsh and (obscured by pipes) Plumbers Jason Fuente, Thomas Evatt and Supervisor Top Reuschling braved spiders and dampness to remove pipes under the cabins. Not pictured is our retired colleague Pete Syme, active as always in Habitat for Humanity and Building Goodness, who explained that the work inside the five cabins were the first step in a major project to replace the



1970's era bathrooms with completely handicapped accessible facilities including wheel-chair accessible showers. Mulch detail was accomplished with poise and efficiency by (R-L) HR&T Assistant Adettra Thomas, Contract Administrator Louise Gilliam, Plumber Steamfitter Gary Bickers, Project Manager Lynn Rush, Landscape Supervisor Todd Romanac, Project Manager Kristine Vey and a dozen others who escaped the camera. Carpenter Brian Tindell and Cost Office member Aurora Crane removed old sheetrock.



# Hoo's New, Transferred & Promoted

## Operations and Maintenance

Michael Barrett	Electrician
Michael Layman	Cabinet Builder
Charles Gulat	HVAC Mechanic
Rakisha Taylor	Housekpg Wkr 1
Amanda Carter	Housekpg Wkr 1
Arthur Stroupe	Carpenter Appr.
Rika Nelson	Housekpg Lead Wkr
Melissa Eldridge	Housekpg Wkr 1
Editha Galos	Housekpg Wkr 1
Shannon Agee	Housekpg Wkr 1
Mark Thomas	Landscape SrWkr
Martin Brinkley	Fire Sys. Tech
Thelma Crenshaw	Housekpg Wkr 1
Robert Kincaid	Carpenter
Joseline McCowin	Housekpg Wkr 1
Christopher Gentry	Landscape SrWk
Mary Harvey	Housekpg Wkr 1
Curtis Jackson	Housekpg Wkr 1
Christopher Horn	Sign Shop Wkr
Bonnie LeSueur	Housekpg Wkr 1
James Comer, Jr.	Electrician
Jonathan Racey	Landscape SrWk
Samuel Johnson	Housekpg Wkr
Thomas Evatt	Plumber Lead
Joseph Newton	Housekpg Sup
Henry Garrison	Mech Trds Sup Sr

## Health System Physical Plant

Thomas Poole	Trades Util Sr Wkr	David Gregory	Carpenter
Scott Harrison	HVAC I&R Tech.	Aaron Dierkes	Mason Plasterer
Randy Hinkle	HVAC I&R Tech.	Douglas Rush	B&G Supervisor A
Michael Garrison	Trades Util Sr Wkr	Stephen Smick	Electrician
Milan Rusic	Plumber	Franklin Chapman, Jr.	Fire Sys. Tech
Dudley Green	Electrician	James Baugher	Painter
Aaron Fitzgerald	Electrician	Richard Pippin	Plumber Steamfitter

## Hoo Retired

Martha Clark (right) is congratulated by Building Services Supervisor Judy Kingrea for her 17 years of dedicated service to the University. "Martha has a lot of spirit and knows how to speak up," Judy said, "and she will be missed." Twenty members of the Jordan Hall/Health System Complex gathered for a grand send-off with a reception, refreshments and remembrances of Martha's loyalty and professionalism as well as some stories about incidents that might have been not amusing at the time but now years later were funny. Martha worked in several different buildings and was promoted to Lead Worker. For the last several years, she was a valuable member of the team who provided quality service to Jordan Hall customers. Her son, William Twigg, also on the Building Services staff but not pictured here, was among the well-wishers celebrating Martha's well deserved free time for relaxing.



## Facilities Planning & Construction

James Loman	Sr. Project Manager
David Blair	InfoTech Assoc
Ryan Taylor	Project Manager
Kevin Silson	Sr. Project Manager
Paige Hackler	Construct.Admin.Mgr
James Plakal	Fiscal Technician
Annette Cyphers	Supervisory Sr PM

## Finance

Michael Cline	Finance Director
---------------	------------------

## Information Systems

Edward Hansen	Help Desk Tech Sr.
Wei Sun	Information Tech. Analyst

## Energy & Utilities

Lindsey Daniels	SustainabilityCoord.
Todd Stevens	Welder Senior
Dustin Wilmoth	Recycling Worker
Justin Callihan	Sys.Control Ctr Mgr
Brenda Roach	Sys. Control Ctr Op.
Fred Reese	Chiller Plt. Zone Superv.
William Kirby	Chiller Plt. Zone Superv.



**IT ALL  
COMES  
BACK TO  
YOU**

English as a Second Language students Dorjee Damdoo, Sara Varughese, Simenesh Gebrelasse, and Antony Koolipurackal and ESL Instructor Chip King (not facing the camera) were among those attending America Recycles Day, sponsored by UVa Sustainability November 14. Activities included "Guess how many crushed cans are in this bale," shown here.



# Compliments from Customers to...

Cost Center 16 Electricians **Barry Wood, Timothy Gibson** and **Michael Barrett**: Thank you for arriving very early yesterday morning to rescue us from the darkness outside the back of the Booker house! We originally thought one security light was out, but after checking the timer for the lights and finding nothing wrong with that, they found that all of the security lights had burned out. The Electricians replaced all the security light and took the time to show me how the timer for the lights worked. I was very thankful for their cheerful attitude and prompt service! -- *Marilyn Anderson, Office of the Executive Vice President and Provost*

**Brenda Buttner, Frank Hill, Rich Hopkins** and **Mark Webb**: Thank you for your extraordinary efforts to help us out with a short notice delivery of a very large, very delicate, and very expensive detector system\*. Mark Webb and Brenda Buttner coordinated a very fast response by Rich Hopkins and Frank Hill. Once again, you guys have saved the day. -- *Rick Marshall, Director of Laboratories, Physics Department*

\* See the following web pages to learn about the Hermes RICH detector:  
[http://en.wikipedia.org/wiki/Ring\\_imaging\\_%C4%8Cherenkov\\_detector](http://en.wikipedia.org/wiki/Ring_imaging_%C4%8Cherenkov_detector)

**Don Byers and staff**: Thank you for all of your hard work. I know with the additional work, time is tight over the entire zone but your guys did it. You continue to display great professionalism and a concern for McCormick Zone. It's such a pleasure knowing that you guys are there for the client and representing Facilities Management well. - *Reggie Steppe, UVA Fac. Mgmt. Customer Relations Manager*

**Supervisor Vivian Walls** and the **Building Services Staff** and **Supervisor Gary Wood** and the **North Grounds Zone Maintenance Team**: I would like to express my thanks for the support you and your personnel provided during the preparation and planning phase for our World Wide Continuing Legal Education Conference held in October. As always, I received numerous compliments on the appearance of the Legal Center and School. You were essential to the success of the conference. -- *Dana K. Chapman, Brigadier General, US Army, Commanding, The Judge Advocate General's Legal Center and School*

**Crystal Banks** and **Kim Morris**: Thank you for the excellent customer service in preparing for a high level September meeting when first impressions were very important. Ms. Banks and Ms. Morris gave our department a special cleaning that made us look great. We very much appreciate these ladies' consistent, cheerful, always positive attitudes; they truly care about the departments they provide service to. -- *Barbara J. Deily, Chief Audit Executive, UVA Audit Department*

**Mary Mitchell**: I commend Mary for her service to the Molecular Physiology and Biological Physics Department in Jordan Hall. We had a number of special events over the past year. On these occasions, Mary has stopped her regular building services duties to make sure the Somlyo Conference Room is in order. She has done an outstanding job of keeping the room looking as new as it was when it was dedicated. Mary's attention to detail is what makes her an outstanding employee. -- *Ann R. Folsom, Administrative/Office Spec III, Molecular Physiology and Biological Physics, Health System*

**Warren Wood, David Gibson, Robert Gray, Carl Horn, Kenny Dudley, Carl Shifflett** and **G.E. Shifflett**: The Sign Shop Crew and others did an excellent job for the installation of the no smoking signs in the Health System. This was a major installation (about 70 signs) in a short timeframe. The sign shop continues to provide excellent service to the Health System. Please extend our thanks for a job well done. -- *Eddie Harlow, Administrative Programs Coordinator, Facilities Planning and Capital Development*

I would like to thank many Facilities Management employees for their outstanding help in off-loading, moving and installing Alderman Library's new Weito Book Dryer and Insect Exterminator (BDIE) for our book preservation program. The BDIE is a large, heavy customized refrigerator worth \$40,000 that enables us to conserve books using state-of-the-art techniques. As usual several Facilities Management teams worked well together to successfully install a bulky but delicate piece of equipment in an old building. **David Roberts** and **James O'Rourke** installed a new electrical outlet for the BDIE. **John Toney** and **Gary Shifflett** expertly removed a door frame (and put it back the same day) so that we could fit the big machine into its new space. **Bernard Farish, Tim Gilmer, Martin Rush** and **David Wood** spent a couple of intense hours moving the BDIE into Alderman Library. They used their fork lift to get the large crate off the truck and then proceeded to uncrate it, expertly turn it on its side and ease the beast into the building on furniture dollies – all this with no damage and just in time for a quick lunch before they had to go move furniture for a holiday party in Pavilion VI. All these employees displayed impressive skill and professionalism. It was a pleasure to work with them. -- *Douglas P. Hurd, Director, UVa Library Facilities*

# Important Licensure Updates for Trades

Effective with licenses that expire in 2008, Virginia requires that anyone holding an individual license/certification must participate in code update training before renewing their license.

Facilities Management Human Resources recognizes that we have many employees who must maintain a license to comply with the requirements of their EWP. For this reason, we have collected license information from you and are maintaining a list of upcoming expirations so that we may offer code update training throughout the year as needed. If you have a question as to whether we have your information, please contact Sarah McComb (982-5898 or [ser7u@virginia.edu](mailto:ser7u@virginia.edu)) so that you are included in notices of upcoming classes. Though FM-HR will make every effort to coordinate regular training, **it is ultimately the employee's responsibility to maintain their license.**

It is important to also note that participation in a Facilities Management coordinated class *does not automatically* renew an employee's license. Approximately 40-45 days prior to the license expiration date, the State will send individuals notice to participate in a code update class and instructions to renew their license. If your address has changed since the issuance of your most recent license you must update the Department of Professional and Occupational Regulation (DPOR) directly in order to receive your renewal information as DPOR will only send notifications to the address on record with them.

To process the license renewal, employees must provide the information sent to them by the State to:

- Energy & Utilities or Operations & Maintenance should contact Brenda Buttner (982-4626 or [bdb9s@virginia.edu](mailto:bdb9s@virginia.edu)) or Darlene Webb (982-5880 or [dcm7k@virginia.edu](mailto:dcm7k@virginia.edu))
- HSPP should contact Vinnie Vawter (964-8595 or [vmv2s@virginia.edu](mailto:vmv2s@virginia.edu))

The employee's department will be charged back for the renewal fee. Should an employee's license(s), which is required of their position, expire, Supervisors will advise employees in writing of the necessity to complete the requirements to renew their license and a time frame for doing so (generally 45 days). Failure to do so in a timely manner may result in disciplinary action, demotion, and/or termination in accordance with the Standards of Conduct. Upon renewal of the expired license, the employee should provide FM HR with a copy of their new license for inclusion in their personnel file.

While Facilities Management is not required to provide resources for training nor the renewal fee for trades licenses, we do so as a benefit to employees who must

maintain licenses for their job. To help us better serve you, employees should maintain communication with their Supervisors and FM-HR regarding their license(s) and expiration information. If we are not able to offer on-site training in time for your renewal, please contact Sarah McComb at [ser7u@virginia.edu](mailto:ser7u@virginia.edu) or 982-5898.

---

## Congratulations on Professional Development & Continuing Education

**George Cullen**, Academic Construction Contract Administrator, **Kathy Yarmey**, Professional Services Contract Administrator, and **Julie Garmel**, Contract Administrator for Construction, recently earned their Virginia Construction Contract Officer (VCCO) certification, awarded by the Commonwealth of Virginia Department of General Services, Bureau of Capital Outlay Management. State employees who are involved in the design and construction of capital outlay projects are eligible for certification which requires completion of a two-day seminar on the Construction & Professional Services Manual, an advanced two-day VCCO seminar on the procurement and management of the design and construction contracts and passing a six-part exam which includes practical exercises on competitive sealed bidding, contract award, and change orders.



Plumbers Gary Morris (L) and Jeremiah Schwartz recently completed coursework and passed examinations for Commonwealth of Virginia plumbing and backflow certification. A 2001 graduate of Louisa County High School, Jeremiah said he wanted to take the additional classes "because continuing your education is always a good thing. And, even after a full day at work, taking class one night a week is not that difficult." Gary, who has worked in the plumbing trade over 30 years, said "I'm always glad to learn new things about my trade. It took away from some time with family and grandchildren but it was important for me."

University of Virginia Facilities Management

# Human Resources Restructuring

## New Benefits Plan Features

On November 21, UHR wrapped up its annual Benefits Open Enrollment period. The new benefits plan starts on Jan. 1, 2009 and includes changes to prescription drug and dental coverage, expanded wellness programming, and new alternative medicine benefits.

There will be a decrease in co-payments for generic medications and some of the most expensive specialty drugs will be moved to the brand-name list, which will greatly reduce their cost. Also, new dental coverage for employees includes half the cost of dental implants.

UHR will launch a wellness program in 2009. Some features available right away include:

- discounts for memberships in Weight Watchers weight-loss program (See article below.)
- Quit For Life** Program
- The “Quit for Life” stop-smoking program with counseling sessions that can be used with current prescription drug coverage and nicotine replacement products. The “Quit for Life” program is available to employees, spouses, and dependents (18 or older) enrolled in the U.Va. Health Plan.

More information is available at <http://www.hrs.virginia.edu/worklife.html>

To find out more about the new benefits, visit the Benefits page on the UHR website at <http://www.hrs.virginia.edu/benefits.html> or email [benefits@virginia.edu](mailto:benefits@virginia.edu).

## Restructuring Update

The first open enrollment for the University Staff HR Plan is nearly over—enrollment ends on Dec. 31, 2008. If you believe you are eligible to switch and you did not receive a side-by-side comparison of your status now and what you would see in the new plan, please let Rebecca Leinen know or email [restructuring@virginia.edu](mailto:restructuring@virginia.edu) to get a replacement packet. This plan may not be for everyone, so UHR encourages employees to look carefully at the plan to see if it fits their needs.

For help in deciding if this program is for you, talk to any Peer Advisor, any member of the Facilities Management Human Resources & Training staff or Director Rebecca Leinen, or email [restructuring@virginia.edu](mailto:restructuring@virginia.edu). A list of peer advisors is available at [www.hrs.virginia.edu/restructuring](http://www.hrs.virginia.edu/restructuring).

## Leave Proposal for University Staff

During the fall, UHR held Town Hall Meetings and hosted an open comment forum on the restructuring web site, gathering hundreds of comments and questions about the

proposed leave program. This leave proposal is still in draft form, so not every detail has been finalized. Key points about the leave program are:

- leave is based on average usage
- employees get quicker accrual of leave
- it prevents “use or lose” situations
- it offers a yearly cash-out option
- you have more control over how you use your leave

## Supplemental Benefit Credit

If you make less than \$40,000 a year and are already University Staff or plan to elect University Staff status, starting Jan. 1 you will receive a \$200 Supplemental Benefit Credit. This credit will be applied to your gross pay every pay period (equaling \$12.50 per paycheck). The extra funds will immediately be applied to your deductions for health care, parking, Tax Deferred Savings Plan (TDSP), membership at the Aquatic and Fitness Center, and so on. For more information on the credit and how it will work, consult with a benefits counselor by calling or emailing [benefits@virginia.edu](mailto:benefits@virginia.edu) or [restructuring@virginia.edu](mailto:restructuring@virginia.edu).

## What to Expect in 2009

Over the course of 2009, UHR is hosting a series of programs to help your supervisors improve management skills, including how to help employees develop career plans and how to evaluate employees more effectively. UHR is also instituting technological improvements that will apply to everyone, such as online time and attendance. Stay tuned here for more info in the coming months!

## Weight Watchers On-Site Meetings at Facilities Management!

Facilities Management employees have shown an interest in hosting a 13-week Weight Watchers group on-site during lunch starting early next year. Through “Hoos Fit” Weight Watchers Service Fees Reimbursement, employees would be responsible for paying the cost of the series upfront, and upon completion, would be reimbursed 50% of the fee. Employees will pay \$155.35 for the 13-week at-work meeting series. At the end of the series, employees will need to submit a reimbursement request form to UHR Benefits. Those who meet attendance requirements (at least 10 meetings, which will be verified through attendance records) will be reimbursed \$77.67 as a taxable income item in their paycheck after April 1, 2009. That means the final cost to employees is only \$77.68.

If you are interested in this or other programs, please contact Sarah McComb, Training Coordinator & HR Assistant, at [ser7u@virginia.edu](mailto:ser7u@virginia.edu) or 982-5898.

# Annual Safety Report

Facilities Management (FM) continued to make safety a top priority during the past year. During the 2007-2008 fiscal year, FM had 78 accidents as compared to 115 accidents in '06-07. These accidents accumulated 3,775 hours lost from work and \$121,900 in medical expenses. This year, 25 of the 78 accidents were strains. Accounting for nearly one-third of all accidents, strains are still the number one cause of employee injury on the job.

Out of the 78 total accidents this year, 41 of them were OSHA (Occupational Safety & Health Administration) recordable. According to OSHA, an accident is recordable if it meets one of the following criteria: (1) death, (2) days away from work, (3) restricted work or transfer to another job, (4) medical treatment beyond first aid, (5) loss of consciousness, (6) a significant injury or illness diagnosed by a physician or other health care professional. One visit to a doctor to seek basic first aid is not considered an OSHA recordable accident. For more information, visit [www.osha.gov](http://www.osha.gov) and search standard number 1904.7.

Regular training is vital to employee safety. This year, FM is proud to report that training was provided in the following areas: Flagger, Forklift, Confined Space, Spill Prevention, Mock Fall Protection, NFPA-70E Electrical, Right to Know, Lead, and Asbestos training. With 140 employees in the program, Annual Respirator fit tests and physical exam scheduling proves to be a major training task for FM-Safety. Finally, annual safety training was given to all new apprentices as part of their orientation. As a new training initiative, FM-Safety is working with the Office of Environmental Health & Safety (EHS) to create a hearing program for Landscape, Chiller Plant, and Heat Plant employees.

In response to accidents, safety hazards, and employee concerns, several jobs were done around grounds

to create a safer work environment for employees. FM-Safety worked with Heat Plant employees to devise a safer way to remove coal from the coal cars until the car shaker was put into place. Also at the Heat Plant, we determined a safer way to clean the lime silo. In addition, several ladders, catwalks, and gratings were installed at various locations around the University's work areas.

As part of the effort to maintain high safety standards, FM-Safety conducts numerous inspections and holds regular meetings. This past year, FM-Safety inspected 28 buildings and over 150 mechanical rooms. Coordinating with EHS, 10 hazardous waste inspections were conducted. Working more closely with FM staff, FM-Safety attended over 100 safety toolbox meetings and monthly department meetings. *Brian Shifflett, Safety Officer*



Recycling Workers William Myers (left) and Thomas Gray placed the first barrel of food waste for composting from Observatory Hill Dining Hall on November 11 during a ceremony hosted by UVa Dining. "This is our next step toward reducing what we put into landfills where we have to pay almost \$60 per ton tipping fee plus hauling charges," Sonny Beale, Recycling Superintendent, said.

The official University Holidays are posted! Below is a chart for 2009. For the remaining 2008 and full 2009 schedule, including comp time, visit [www.hrs.virginia.edu/news](http://www.hrs.virginia.edu/news)

Thursday, Jan. 1, 2009	New Year's Day
Friday, Jan. 2, 2009	Day After New Year's
Monday, Jan. 19, 2009	Martin Luther King Jr. Day
Friday, March 6, 2009	Spring Break Day
Monday, May 25, 2009	Memorial Day
Friday, July 3, 2009	Independence Day
Monday, Sept. 7, 2009	Labor Day
Wednesday, Nov. 25, 2009	Day Before Thanksgiving — HALF DAY
Thursday, Nov. 26, 2009	Thanksgiving
Friday, Nov. 27, 2009	Day after Thanksgiving
Thursday, Dec. 24, 2009	Christmas Eve
Friday, Dec. 25, 2009	Christmas Day
Monday, Dec. 28, 2009	Day After Christmas
Thursday, Dec. 31, 2009	New Year's Eve Day