

Memorandum

Note de Service

6 December 2005

6 décembre 2005

Distribution List

Liste de distribution

SCHEDULED DUTIES – UT GROUP

(French translation under review
Traduction française en cours)

When either December 23 or 24 falls on a normal working day, UT's are presumed to be either engaged in their work or on approved leave. However, except in an emergency situation, those aspects of UT work that normally operate on a schedule, such as classes, posted hours for consultation and time-dependant administrative tasks, shall not be scheduled for those dates. UT's, in keeping with the normal College practice, may discharge their non-scheduled duties where they choose.

OSB

Dr. John Scott Cowan
Principal

Distribution List

Action

Deans
Department Heads
Faculty Members