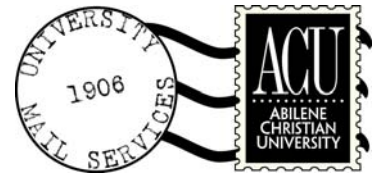


University Mail Services



Christmas Holiday Schedule

December 13, 2008 - January 10, 2009

	Operating Hours		Incoming U.S. Mail and Shipments Boxing Goals			Campus Mail Boxing Goals*		Delivery Routes	Department Outgoing U.S. Mail Deadline**	U.S. Mail Collections
	McGlothlin Campus Center Window	Mail Production Center	U.S. Mail	Air Shipments	Ground Shipments	Received by 9:00	Received by 3:30			
Sat Dec 13	Closed									
Mon Dec 15	8:00 - 12:00 & 1:00 - 5:00	8:00 - 12:00 & 1:00 - 5:00	11:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	11:00	5:00	Blue - 1:30 Green - 2:00 Gold - 2:30	3:30	2:20 & 4:50
Tue Dec 16 through Fri Dec 19										
Sat Dec 20										
Mon Dec 22	8:00 - 12:00 & 1:00 - 5:00	8:00 - 12:00 & 1:00 - 5:00	11:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	11:00	5:00	Blue - 1:30 Green - 2:00 Gold - 2:30	3:30	2:20 & 4:50
Tue Dec 23										
Wed Dec 24 through Sat Jan 3	Closed									
Mon Jan 5	8:00 - 12:00 & 1:00 - 5:00	Closed	Tue 5:00	Within 1 Hour of Receipt	Within 2 Hours of Receipt	Tue 5:00	Tue 5:00	Blue - 1:30 Brown - 2:00 Green - 2:30	3:30	2:20 & 4:50
Tue Jan 6			Wed 12:00			Wed 12:00	Wed 12:00			
Wed Jan 7			5:00			5:00	5:00			
Thu Jan 8 and Fri Jan 9			11:00			11:00	5:00			
Sat Jan 10	Closed									

* Campus mail must meet the quantity and mail preparation guidelines to be processed by these times.

** This deadline is for single piece First-Class Mail, Package Services and international mail that meets the quantity and mail preparation guidelines. The deadline for Express Mail and Express Mail International is 4:35 p.m.