

UNIVERSITY OF KANSAS
Office of the Chancellor

February 20, 1946

To Heads of Offices and Departments:

1. Friday, February 22, is a holiday under the Civil Service regulations. The University will not observe the holiday, however, and application for holiday overtime credit should be filed at the Business Office for all Civil Service employees who work on that day.

2. The University is operating on a 44-hour work week, except in a few positions where the week is longer. This schedule was filed with the Civil Service Department more than two years ago, and any department not operating on this schedule should either adjust upward the work hours of its staff, or adjust salaries downward to a part-time basis.

RAYMOND NICHOLS,
Executive Secretary