

Masinde Muliro University of Science and Technology

Internal Memo

From: Registrar (Admin.)

Date: 22nd December, 2022

To: All Members of Staff

Ref: MMU/GEN:311006 (187)

**SUBJECT: CLOSURE OF THE UNIVERSITY FOR CHRISTMAS AND
NEW YEAR HOLIDAYS**

This is to inform you that the University will close normal business on **Thursday 22nd December, 2022** at 5.00 p.m. for **CHRISTMAS AND NEW YEAR HOLIDAYS**. Normal business will resume on **Tuesday 3rd January, 2023** at 8.00 a.m.

Chairpersons, Heads of Department/Section in essential services are required to ensure that work is not disrupted during this period. Staff in such areas will be given time off at an appropriate time.

Please note that five (5) days will be deducted from staff annual leave entitlement for 2023 Calendar Year to compensate for the days that are not gazetted public holidays.

I wish you a **Merry Christmas and Prosperous New Year, 2023.**



B. Ooko

FOR REGISTRAR (ADMIN.)

Copy to: Vice Chancellor
Deputy Vice Chancellor (A&F)
Deputy Vice Chancellor (A&SA)
Deputy Vice Chancellor (PR&I)
Registrar (AA)
Deans of School
Dean of Students
Directors of Institute
Coordinators of Programme/Campus/Centre
Chairpersons of Department
Timetabling and Examinations Coordinator
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Chairman, MMUSO