To: All Employees

As communicated during our reopening, Messiah University revised its undergraduate calendar so that the in-person classes would end at Thanksgiving and finals would be given remotely after Thanksgiving. The purpose of this change is to eliminate the risk associated with students going home for Thanksgiving and then returning to campus having been potentially exposed to COVID while home, at family gatherings, or during their travels. In order to effectively end in-person undergraduate classes at Thanksgiving, it was necessary to start the undergraduate semester early and also eliminate the undergraduate fall break.

We recognize that everyone has been working very hard. It’s difficult to push on without a planned break, but this fall, we need to do it. **In place of fall break, the majority of administrative and staff employees who work at the Grantham campus and support undergraduate programs will finish work at noon/four hours early on the Wednesday prior to Thanksgiving and will add Monday, November 30 to their Thanksgiving break.** Essential employees who are needed for work on Monday, November 30 will be given a floating holiday to use in October or November. Supervisors will communicate to those essential employees needed for work on November 30 by October 1.

**Administrative and staff employees who work at Winding Hill and/or support graduate programs will take the day per the planned graduate school calendar during the week of October 19-23 and also finish work at noon/four hours early on the Wednesday prior to Thanksgiving.**

We recognize as well that faculty have been working tirelessly under challenging conditions. The Monday after Thanksgiving is an undergraduate reading day ahead of finals, the development week after finals will include time for school, departmental, and individual work, and the undergraduate semester will conclude one week earlier than it otherwise would have. **The School of Graduate Studies online program calendar is unchanged. Face to face program instruction in OT and PT will conclude by Nov. 25.** Following Thanksgiving break, all remaining instruction will be offered remotely until the end of the term (December 12).