

Sample language for offices **open** on December 28, 29, 30 and 31:

(Thank you for your email) [DEPT NAME] will be closed for University Holidays Thursday, December 24, 2015, Friday, December 25, 2015 and Friday, January 1, 2016. [DEPT NAME] will be open Monday, December 28 through Thursday, December 31, 2015. We will have limited staffing during this time. For urgent [X] issues please contact the [X] main line at [XXX-XXXX] or email.

Sample language for offices **closed** on December 28, 29, 30 and 31:

(Thank you for your email) [DEPT NAME] will be closed Thursday, December 24, 2015 through Friday, January 1, 2016. We will return on Monday, January 4, 2016. For urgent [X] issues please contact [X].