



**OFFICE OF THE UNIVERSITY SECRETARY**

Date: 10<sup>th</sup> December 2024

To: All Staff, Students and other Stakeholders

From: The University Secretary

Re: **2024 CHRISTMAS HOLIDAY BREAK FOR ALL STAFF**

This serves to inform you that the University will **close** for Christmas Holiday break on **Saturday 21<sup>st</sup> December 2024** and **re-open** on **Monday 6<sup>th</sup> January 2025 at 8.00am**.

On behalf of University Council, Management and on my own behalf, I take this opportunity to wish you all blessed and happy Christmas Celebrations as we remember the birth of our Saviour Jesus Christ.

**Please note that;**

- (i) Friday 20<sup>th</sup> December 2024 and Monday 6<sup>th</sup> January 2025 will be normal working days.
- ii) During the break, some critical staff may be called upon to handle some issues that are of emergency nature.

Similarly, any emergencies may be reported to the office of the University Secretary for effective guidance and handling.

**Happy Christmas and New Year 2025 to you all.**

cc: Vice Chancellor,  
DVC, F&A  
University Bursar  
Academic Registrar  
University Librarian  
Dean of Students  
Guild President  
Chief Human Resource  
Ass. Chief Internal Audit  
Communication and Branding Office