



**THE UNIVERSITY OF ZAMBIA  
OFFICE OF THE REGISTRAR**

**Internal Memorandum**

**TO :** University Community  
**FROM :** Registrar  
**DATE :** 12<sup>th</sup> December, 2018

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**SUBJECT : CHRISTMAS BREAK**

On behalf of the University Management, I wish to announce that the festive period break will run from Friday, 21<sup>st</sup> December 2018 to Tuesday, 1<sup>st</sup> January 2019. Note that Friday, 21<sup>st</sup> December 2018 will be a half day and all members of staff are expected to report back for work on Wednesday, 2<sup>nd</sup> January 2019.

However, selected members of staff in some Departments providing essential services will continue working through this period. Therefore, Heads of Departments are directed to identify these members of staff who will be given time off or leave through established procedures. The names of such staff should be forwarded to the Registrar's Office for approval.

Please be guided accordingly.

Sitali Wamundila (Mr.)  
**REGISTRAR**



cc: Vice-Chancellor  
Deputy Vice-Chancellor  
Bursar  
University Librarian  
Dean of Students  
Deans and Directors  
Deputy Registrar (Administration)  
Manager, Public Relations and International Liaison