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Memorandum Circular No. 225
Series of 2024

TO: All VSU Faculty and Staff

RE: Shortened Workday in Celebration of Mental Health Awareness Month

FROM: DR. PROSE IVY G. YEPES
University President

DATE: October 11, 2024

In observance of the **Mental Health Awareness Month** this October, and in line with the theme "*Mental Health at Work*", which emphasizes the importance of fostering a supportive and healthy work environment, the **University Services for Health, Emergency, and Rescue (USHER)** has recommended that all offices observe a shortened workday on **Friday, October 18, 2024**.

As part of our effort to promote mental well-being within the VSU community, work hours will be adjusted from **8:00 AM to 3:00 PM** on this day. This shortened workday will provide time for faculty and staff to engage in team bonding activities and take a moment to relax and recharge, contributing to a more positive and mentally healthy work environment.

We hope that this initiative will promote a greater sense of camaraderie and well-being among our faculty and staff as we continue to prioritize mental health in the workplace.

For your information and usual support.

OFFICE OF THE PRESIDENT

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Page 1 of 1
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