

# UNIVERSITY OF CAPE COAST

## DIRECTORATE OF HUMAN RESOURCE

Telephone: +233-03321-32480-3 Ext. 223/225/205  
Direct: +233 0332 092 030  
Fax: 233-03321-32484/5  
E-mail: [chr.enquiries@ucc.edu.gh](mailto:chr.enquiries@ucc.edu.gh)  
Website: [www.ucc.edu.gh](http://www.ucc.edu.gh)



UNIVERSITY POST OFFICE  
CAPE COAST, GHANA

Our Ref: 125/SF.2/V.1 1/158

18<sup>th</sup> December, 2020

Provost of Colleges  
Deans of Faculties/Schools  
Directors of Institutes/Centres  
Heads of Departments/Sections/Units/Hall  
All Notice Boards

## NOTICE

### CHRISTMAS AND NEW YEAR HOLIDAYS

The Vice-Chancellor has given approval for the University to break for the Christmas and New Year holidays on **Tuesday, 22<sup>nd</sup> December, 2020** and resume on **Monday, 4<sup>th</sup> January, 2021**.

The five (5) working days which are 23<sup>rd</sup>, 24<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup> December, 2020 will be treated as part of annual leave and deducted from the annual leave entitlement of staff.

As the University breaks, the following Sections/Units are expected to maintain skeletal staff to provide essential services to the University Community. Heads of the stated Sections/Units are required to submit list of staff who will be on duty.

- |                                |                         |
|--------------------------------|-------------------------|
| i. University Hospital         | v. Security Section     |
| ii. Electricity Section        | vi. Fire Service        |
| iii. Environmental Health      | vii. Halls of Residence |
| iv. Teaching and Research Farm | viii. Water Unit        |

The University Management wishes to express its appreciation to all staff for the invaluable services to the University. We entreat all staff to resume work on **Monday, 4<sup>th</sup> January, 2021 at 7:30 a.m.** with renewed strength and commitment.

Happy Christmas and prosperous new year

  
**Isaac Baafi Sarbeng (Rev.)**  
**Director**

CC: Vice-Chancellor  
Pro Vice-Chancellor  
Director of Internal Audit

Registrar  
Director of Finance  
Ag. Director, DPA