

# MICHIGAN STATE UNIVERSITY

## VIETNAM ADVISORY GROUP

October 6, 1958 101

File No.  
70-7

TO: All Staff Members  
FROM: Personnel Office  
SUBJECT: Working Hours

Recent observation has made it necessary to invite your attention to MSUG's working hours. The hours at 137 Pasteur are:

Monday, Tuesday, Thursday, and Friday

Morning - 0800 to 1230  
Afternoon - 1430 to 1800

Wednesday and Saturday

Morning only - 0800 to 1200

The working hours at the NIA are:

Monday, Tuesday, Thursday, and Friday

Morning - 0730 to 1200  
Afternoon - 1430 to 1730

Wednesday and Saturday

Morning only - 0730 to 1200

All staff members are expected to be prompt in arriving for work and should not, except under extraordinary circumstances and with the approval of the immediate supervisor, leave prior to regular closing hours. Your cooperation in observing these hours will be appreciated.