Campus Mail Service will provide an adjusted schedule of mail service during the upcoming Spring Break. Please read below for information regarding specific changes in services, hours of operation, and guidelines to follow.

- **Mail Delivery Clerks will not** run their afternoon routes on Friday, March 13th. Pick-ups will be made from our Centralized Afternoon Pick-up Service dropboxes at 2:00 PM. Items placed in CAPS dropboxes after 2:00 PM will be processed after Spring Break.

- **Outgoing mail to be processed before** Spring Break that is not picked-up on regular mail routes should be brought to the University mail center by 12:00 noon on Friday, March 13th. The University Mail Center is located at the Ancillary Services Building at 1115 14th Street. This cut-off time has been established to allow mail center staff ample time to prepare and process the University’s outgoing mail.

- **Campus Mail Service does not process** outgoing mail during the break.

- **Campus Mail Service does not deliver** mail to campus departments during Spring Break. However, departments may pick-up their mail during the break if the following arrangements are made prior to close of business on March 6th:
  - Deans, Directors, and Department Heads may authorize personnel to pick-up mail for their respective departments by providing Campus Mail Service with an official memo listing department employees authorized to pick-up mail for their department. (*Limit authorization to 2 department personnel*) *This memo must be furnished to Laura Rice at Box 870238 before the end of the day on Friday, March 6th.* The memo must come from the dean, director, or department head.
  - Only those authorized faculty/staff will be allowed to pick-up mail on the following dates:

    **PICK-UP DATE:** Wednesday, March 18th
    **PICK-UP TIME:** 10:00 AM – 12:00 PM

  - For security reasons, authorized UA employees will be required to present their faculty/staff ID (ACTion Card) when picking-up mail from the mail center to validate authorization. **You must have your ACTion Card to pick-up mail.**

**IMPORTANT CHANGE FOR SPRING BREAK**

Authorized personnel will pick-up their department’s mail from the mail center loading dock at the Ancillary Services Building. Please ring the buzzer located on the loading dock to notify mail center staff of your arrival. Look for the sign!

Your cooperation is greatly appreciated as we plan ahead to serve you during the break.