

(Questions regarding the following information should be directed to Fletia Lewis, Benefits Manager, at 434-395-2076 or lewisfm@longwood.edu. Supervisors and Managers are encouraged to distribute this information to those employees who do not have computer access.)

MEMORANDUM

TO: Longwood University Wage Employees and Adjunct Faculty

FROM: Fletia Lewis, Benefits Manager

SUBJECT: *Postponed* - Seasonal (Regular) Flu Shots On Campus

DATE: October 29, 2009

Each year, Longwood University Student Health partners with Human Resources to provide the seasonal flu vaccine to wage employees and adjunct faculty. Unfortunately, due to availability issues with the vaccine, Student Health has indicated they will not be able to administer the flu shot clinic for wage employees and adjunct faculty until vaccine supplies have been received. Due to circumstances beyond our control, the following previously scheduled “clinics” have been postponed indefinitely (cancelled until further notice). Longwood University does plan to reschedule the “clinics” if/when seasonal flu vaccines become available.

REGARDING LONGWOOD UNIVERSITY WAGE EMPLOYEES AND ADJUNCT FACULTY

SEASONAL FLU VACCINE CLINICS POSTPONED INDEFINITELY:

DATE	TIME	STATUS
Thursday, October 29, 2009	3:00 PM – 5:00 PM	Cancelled until further notice.
Monday, November 2, 2009	8:30 AM – 9:30 AM	Cancelled until further notice.
Thursday, November 5, 2009	11:30 AM – 1:30 PM	Cancelled until further notice.

We apologize for any inconvenience this may have caused. Please contact me if there are any questions.

Thank you.