



THE UNIVERSITY OF THE WEST INDIES
ST AUGUSTINE, TRINIDAD & TOBAGO, WEST INDIES
OFFICE OF THE CAMPUS REGISTRAR
HUMAN RESOURCES DIVISION

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CIRCULAR

TO: ALL STAFF

FROM: Mrs. Coreen Copland-Campbell – Director, Human Resources Division *Coreen Copland*

DATE: 12 December, 2022

SUBJECT: TIME-OFF TO ATTEND THE END-OF-YEAR MIXER AND POP-UP MARKET, 2022

The Campus Principal will host an **End-of-Year Mixer and Pop-up Market** on **Thursday 15 December, 2022**, from **2:00 p.m. – 7:00 p.m.**, for all staff of The U.W.I. You are encouraged to come out and connect with your fellow colleagues and enjoy the merriment of the season.

The Human Resources Division provides permission for staff to access time-off from 1:00 p.m. to attend this function.

We look forward to seeing you there!

CC-C/vc