Class Day will be held on Memorial Day, Monday, May 30, and Commencement will occur on Tuesday, May 31. We ask for your cooperation with work and parking assignments as described.

Nonessential Services:

Staff members not performing essential services on Commencement day will have an early dismissal at 2:00 p.m. We encourage you to talk with your supervisor to:

- clarify whether you are required to work on either or both Class Day and Commencement
- confirm that you are permitted to leave early on May 31
- request vacation days or work from home throughout the period of May 27 through May 31 (planned vacation time is not charged on Tuesday after 2:00 p.m.)

Essential Services:

Biweekly-paid nonunion staff members who are required to work on Memorial Day will earn one and one-half times regular pay for hours worked if no alternative holiday is requested. Union employees should refer to their contracts.

On May 31, essential services nonunion biweekly-paid employees who work from 2:00 to 5:00 p.m. will also earn one and one-half times regular pay for hours worked, or until the end of the regular schedule, whichever is earlier. Other conditions related to overtime may also apply. Union employees should refer to their contracts.

Refer to the Essential Services Chart.

Parking Assignments:
Monday, May 30: Faculty and staff involved with Commencement events should park in their usual lots.

Tuesday, May 31: Faculty and staff who normally park in the West Garage and lots 16 or 28 are reassigned on Tuesday, May 31, rain or shine, as follows:

<table>
<thead>
<tr>
<th>Normal Lot</th>
<th>Reassigned Lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Garage</td>
<td>Lot 21 by Jadwin Gymnasium</td>
</tr>
<tr>
<td></td>
<td>If lot 21 becomes full, officers will redirect you to park in the adjacent Fitzrandolph field. Use Fitzrandolph Road to access these locations.</td>
</tr>
<tr>
<td>16</td>
<td>Lot 20 located south of lot 16</td>
</tr>
<tr>
<td>28</td>
<td>If lot 20 becomes full, officers will redirect traffic to an alternative parking location.</td>
</tr>
</tbody>
</table>

**Handicap or Medical Permits**

Faculty and staff who have handicap or medical parking permits may park in their usual or specially assigned parking locations.

**University Vehicles**

<table>
<thead>
<tr>
<th>Normal Lot</th>
<th>Reassigned Lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Garage</td>
<td>Lot 20 by 8:00 a.m. and through 5:00 p.m.</td>
</tr>
<tr>
<td>16</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
</tr>
</tbody>
</table>

**TigerTransit Shuttle Service Information:**

On Monday, May 30, the TigerTransit Central Line shuttle service will be available from 4:45 a.m. to 7:00 p.m. On Tuesday, May 31, shuttle service is available between main campus and lot 21 and between main campus and the shuttle stop located in lot 16/23. If work locations are relatively near the parking lots, employees are encouraged to walk to and from their offices to alleviate shuttle bus congestion.

- Service will be provided from 4:45 a.m. to 7 p.m. with additional capacity scheduled during peak hours.
- Service is available from lot 21 to the West Garage bus stop and up and down Elm Drive.
- Service is available from lot 16/23 and the West Garage up and down Elm Drive.
- At all times, shuttle service will run north to Alexander Hall and out the North Gate.
- Chapel Drive will not be available to shuttles or other vehicles on Monday and on Tuesday. During Commencement, service will end at Dillon Gym.
- Shuttles will stop at the Scheide/Caldwell-Firestone driveway on Nassau Street. Employees who work in Firestone Library and other offices near Chapel Drive will find it most convenient to use this shuttle stop.
Shuttle service to and from lot 21 and main campus is as follows:

- A special connector shuttle to and from Lot 21 and the West Garage will be provided for employees who work in New South and surrounding buildings.
- East Parking Shuttle will be provided for employees to and from lot 21 connecting to the eastern edge of campus.
- Employees whose work locations are along Washington Road may find the West/East Parking Shuttle more convenient.

Access to the Activities and the Front End of Campus Around Nassau Hall:

Vehicular access and mobility around Nassau Hall will be constrained due to the location of ceremonies and the number of guests.

Class Day, the Hooding ceremony, and Commencement will be webcast live. Please refer to the website. For more specific information, please refer to the Commencement website.

If you have any questions, contact Transportation and Parking Services at 8-3157 or parking@princeton.edu.

We appreciate everyone’s assistance and cooperation.