

Campus Announcement

Holiday Schedule for Central Receiving and Mail Services

Thanksgiving Holiday Schedule

- Open Regular Hours Monday, November 24, 2025 - Wednesday, November 26, 2025
- Closed for Thanksgiving Holiday Thursday, November 27, 2025, and Friday, November 28, 2025, to resume regular hours of operation Monday, December 1, 2025

Christmas Holiday Schedule

- Open Regular Hours Monday, December 22, 2025, and Tuesday, December 23, 2025
- Closed for the Christmas Holiday Wednesday, December 24, 2025 - Thursday, January 1, 2026, to resume regular hours of operation Friday, January 2, 2026

Holiday Operational Reminders

- **Industrial Gases:** No industrial gases will be received nor delivered during the days Central Receiving and Mail Services are closed for the holidays. Orders for industrial gases submitted after 5:00 PM on Monday, December 15, will not be processed until after the Christmas holiday (Friday, January 2).
- **Surplus Property:** The surplus property area will be closed as provided in the holiday schedules. No surplus pickups will be scheduled during the holidays.
- **Bulk Mailings:** All Bulk (Standard) Mailings must be submitted to Mail Services by 2:00 PM on Monday, December 15.
- **Department Pickup:** Departments can pick up mail during the normal business operations as provided in the holiday schedules to avoid backlog.
- **Avoid Mail Delays.** Departments are to inform/remind external stakeholders of the December 24 closure and encourage urgent items to be sent via UPS or FED Ex.

For Additional Information or Questions

Contact Central Receiving by calling 256-824-6315 or email crb@uah.edu

Contact Mail Services by calling 256-824-6116 or email mailservices@uah.edu