

## **Holiday Mail Pickup Request**

**December 24<sup>th</sup>, 2024 through January 1<sup>st</sup>, 2025**

During the winter closure period, please select from the option and dates below when your department will require a pick-up/drop-off of mail and packages. This must be completed by an authorized department manager and/or their delegate. **Once completed, please scan this form to [mailservices@nova.edu](mailto:mailservices@nova.edu) by December 18<sup>th</sup>, 2024, the latest.**

○ **No Mail Delivery or Pick-Up Necessary**

**Wednesday, December 25<sup>th</sup>, 2024 (Closed)**

- **Thursday, December 26<sup>th</sup>, 2024**
- **Friday, December 27<sup>th</sup>, 2024**
- **Monday, December 30<sup>th</sup>, 2024**
- **Tuesday, December 31<sup>st</sup>, 2024**

**Wednesday, January 1<sup>st</sup>, 2025 (Closed)**

**During the winter closure, there will be only one daily afternoon delivery/pick-up. Regular mail services will resume on January 2<sup>nd</sup>, 2025.**