

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

9 Campus Drive, Suite 216

Parsippany, NJ 07054

Telephone (201) 881-7632

BULLETIN MEL 23-20

Date: January 1, 2023
To: Fund Commissioners of Member Joint Insurance Funds
From: MEL Underwriting Manager, Conner Strong & Buckelew
Re: MEL Underwriting Manager Team

Please find below the MEL Underwriting Team and its annual calendar.

If you have any questions concerning this bulletin, please contact your Risk Management Consultant, JIF Executive Director or the Underwriting Manager.

cc: Risk Management Consultants
Fund Professionals
Fund Executive Directors

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Holiday Schedule

New Year's Day observed	Monday, January 2, 2023
Martin Luther King Day	Monday, January 16, 2023
President's Day	Monday, February 20, 2023
Memorial Day	Monday, May 29, 2023
Juneteenth	Monday, June 19, 2023
*Day before Independence Day	Monday, July 3, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Thanksgiving	Thursday, November 23, 2023
Day after Thanksgiving	Friday, November 24, 2023
Christmas	Monday, December 25, 2023

Due to early office closings we have 2+ additional days off

- **Friday, April 7, 2023** **2:00pm Closing**
- **Friday, May 26, 2023** **2:00pm Closing**
- **Friday, September 1, 2023** **2:00pm Closing**
- **Wednesday, November 22, 2023** **2:00pm Closing**
- **Friday, December 22, 2023** **2:00pm Closing**

Please modify your lunch times on these days.