Notice on the Arrangement of the Mid-Autumn Festival

Dear all,

The Mid-Autumn Festival is hereby, notified as follows:

I.Holiday Time

The holiday will be from Friday Sept 25th to Sunday Sept 27th, for a total of 3 days.

Sept 20th is a working day.

II.Notices

All departments are requested to conduct a comprehensive inspection of the office areas before leaving work on Spet 24th. Turn off all power sources (such as sockets, computers, printers, etc.), air conditioners, and lights, and lock the doors and windows.

During the Mid-Autumn Festival, a 24-hour on-duty schedule will be implemented.

Duty Arrangement Table

Duty Time (24Hour)	Phone Duty Supervisor	On-Duty Personnel	
		Name	Phone Number
Sept 25th (Friday)	Zhang Zuotai	Shen Jingjie	18758444828
Sept 26th (Saturday)	Zhou Ming	Shen Huixian	
Sept 27th (Sunday)	Ye Wenming	Chen Daihua	

Office of Administration

Spet 18th, 2026