

Subject: 2024 Holiday Season Mail Information

The Holiday season is quickly approaching. The following information is provided to help your unit manage mail efficiently during the busiest time of the year for the United States Postal Service (USPS):

1. Friday, December 13, 2024: This is the deadline for units to submit requests to University Mail Services for USPS mail delivery or metering needs during University Season Days. Please submit requests via e-mail to: mailservice@umich.edu.
2. Wednesday December 18, 2024: Mail must be dropped off at University Mail Services by 5:00 pm to be postmarked by December 23, 2024.
3. December 24-29, 2024: USPS will be open during University of Michigan season/holiday days but will not provide service to university buildings unless advance written requests are received at University Mail Services (see item #1). University Mail Services will be closed.
4. Print Copy Mail (PCM) will be closed for the season days/holidays, Dec 24th – Jan 1st.
5. Campus Mail will run a skeleton crew tentatively on Dec 27th and 30th - based on the requirements of the university payables.

USPS Domestic Mail - Mailing schedule to ensure delivery by December 25, 2024:

Class/Product	Cut-off Date
First Class Mail	Dec. 18
Priority Mail	Dec. 19
Priority Mail Express	Dec. 21
USPS Ground Advantage	Dec. 18

Review the USPS web site for additional information - <https://faq.usps.com/s/article/2024-Holiday-Mailing-Deadlines>

PCM / Mail Services website: <https://printcopymail.umich.edu/> Phone 734-764-6230