

**Constituent Universities**

- Appalachian State University
- East Carolina University
- Elizabeth City State University
- Fayetteville State University
- North Carolina Agricultural and Technical State University
- North Carolina Central University
- North Carolina State University at Raleigh
- University of North Carolina at Asheville
- University of North Carolina at Chapel Hill
- University of North Carolina at Charlotte
- University of North Carolina at Greensboro
- University of North Carolina at Pembroke
- University of North Carolina at Wilmington
- University of North Carolina School of the Arts
- Western Carolina University
- Winston-Salem State University

**Matthew S. Brody**  
**Vice President for Human Resources**

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**MEMORANDUM**

**TO:** All Permanent Employees  
**FROM:** Matthew S. Brody, Vice President for Human Resources   
**SUBJECT:** 2018 Holiday Schedule

In calendar year 2018, permanent employees will receive 12 paid holidays.

<b>Holiday</b>	<b>2018</b>
New Year's Day	Monday, January 1
Martin Luther King Jr.'s Birthday	Monday, January 15
Spring Holiday (*)	Friday, March 30
Memorial Day	Monday, May 28
Independence Day	Wednesday, July 4
Labor Day	Monday, September 3
Veteran's Day	Monday, November 12
Thanksgiving	Thursday – Friday November 22-23
Winter Break	Monday- Wednesday December 24-26

**Constituent High School**

- North Carolina School of Science and Mathematics

\* Longstanding internal policy provides the opportunity for individuals to exchange the “spring holiday”. Therefore, in 2018, individuals may request to exchange March 30, 2018 for any other eight-hour workday during the 2018 calendar year. Although the individual who exchanges will have to work on March 30, please note that offices will still be closed for operation on that day. An exchange requires approval from the supervisor/manager in advance of the Spring Holiday and in advance of the exchange day. One must take the exchange day during the 2018 calendar year or lose it and not get paid for it.

Current State policy provides some flexibility for religious observances; however, the University is not obligated to make accommodation if the accommodation would result in undue hardship on the University or its employees. Religious holidays can be accommodated by the supervisor/manager as follows: (1) adjusting the work schedule to the extent that it does not significantly impact the essential work of the unit or (2) allowing the exchange of another holiday in the same calendar year. Every reasonable effort should be made by the supervisor/manager to accommodate an exchange for a religious observance.

If you have questions about the 2018 Holiday Schedule, holiday exchanges, and/or religious observance accommodations, please contact Kris Silver at 919-843-5674.