



**The University of North Carolina**  
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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  
School of the Arts

University of  
North Carolina  
at Wilmington

Western Carolina  
University

Winston-Salem  
State University

Constituent High School  
North Carolina  
School of Science  
and Mathematics

An Equal Opportunity/  
Affirmative Action  
Employer

November 1, 2013

**MEMORANDUM**

TO: All Permanent Employees

FROM: William A. Fleming

SUBJECT: 2014 Holiday Schedule

In calendar year 2014, permanent employees will receive 12 paid holidays.

2014 HOLIDAY SCHEDULE		
Holiday	Date(s)	Day(s)
New Year's Day	January 1, 2014	Wednesday
Martin Luther King, Jr's Birthday	January 20, 2014	Monday
Spring Holiday (*)	April 18, 2014	Friday
Memorial Day	May 26, 2014	Monday
Independence Day	July 4, 2014	Friday
Labor Day	September 1, 2014	Monday
Thanksgiving	November 27 & 28, 2014	Thursday & Friday
Winter Holiday (*)	December 24, 25 & 26 2014	Wednesday, Thursday & Friday
New Year's Eve (*)	December 31, 2014	Wednesday

\* The official State of North Carolina holidays of Good Friday, Veteran's Day, and Christmas are included in this list. UNC-General Administration refers to the Good Friday holiday as Spring Holiday; Veteran's Day for 2014 is observed by UNC-General Administration on December 31, 2014 thereby allowing operations to be closed on New Year's Eve; and the Christmas holiday is referenced as Winter Holiday.

Longstanding internal policy provides the opportunity for individuals to exchange the “spring holiday”. Therefore, in 2014, individuals may request to exchange April 18, 2014 for any other eight-hour workday during the 2014 calendar year. Although the individual who exchanges will have to work on April 18, 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 2014 calendar year or lose it and not get paid for it. If the holiday is exchanged and observed prior to April 18 and then one separates from service before April 18, the eight hours taken will have to be repaid; this is accomplished by deducting the amount from the final paycheck. Conversely, if the holiday is exchanged and one separates from service before taking the eight hours off, the amount will be added to the final paycheck.

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 rights of other employees 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. An exchange day must be taken during the 2014 calendar year; no exchanges may be carried forward into the next calendar year. If the religious holiday cannot be accommodated by exchanges or adjusting the work schedule, individuals may request to use vacation leave, compensatory time, or bonus leave in order to take the time off.

If you have questions about the 2014 Holiday Schedule, holiday exchanges, and/or religious observance accommodations, please contact Kris Silver at 843-5674.