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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

Constituent High School

- North Carolina School of Science and Mathematics

November 12, 2014

MEMORANDUM

TO: All Permanent Employees
FROM: William A. Fleming
SUBJECT: 2015 Holiday Schedule



In calendar year 2015, permanent employees will receive 12 paid holidays.

2015 HOLIDAY SCHEDULE		
Holiday	Date(s)	Day(s)
New Year's Day	January 1, 2015	Thursday
Martin Luther King, Jr's Birthday	January 19, 2015	Monday
Spring Holiday (*)	April 3, 2015	Friday
Memorial Day	May 25, 2015	Monday
Independence Day	July 3, 2015	Friday
Labor Day	September 7, 2015	Monday
Thanksgiving	November 26 & 27, 2015	Thursday & Friday
Winter Holiday (*)	December 23, 24 & 25 2015	Wednesday, Thursday & Friday
New Year's Eve (*)	December 31, 2015	Thursday

* 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 2015 is observed by UNC-General Administration on December 31, 2015 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 2015, individuals may request to exchange April 3, 2015 for any other eight-hour workday during the 2015 calendar year. Although the individual who exchanges will have to work on April 3, 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 2015 calendar year or lose it and not get paid for it. If the holiday is exchanged and observed prior to April 3 and then one separates from service before April 3, 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 2015 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 2015 Holiday Schedule, holiday exchanges, and/or religious observance accommodations, please contact Kris Silver at 843-5674.