

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

Matthew S. Brody
Vice President for Human Resources

Office: (919) 962-4651
Email: matt.brody@northcarolina.edu

MEMORANDUM

TO: All Permanent Employees
FROM: Matthew Brody
SUBJECT: 2016 Holiday Schedule

In calendar year 2016, permanent employees will receive 12 paid holidays.

Holiday	2016
New Year's Day	Friday, January 1
Martin Luther King Jr.'s Birthday	Monday, January 18
Spring Holiday (*)	Friday, March 25
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Veteran's Day	Friday, November 11
Thanksgiving	Thursday-Friday November 24-25
Winter Break	Monday- Wednesday December 26-28

* Longstanding internal policy provides the opportunity for individuals to exchange the “spring holiday”. Therefore, in 2016, individuals may request to exchange March 25, 2016 for any other eight-hour workday during the 2016 calendar year. Although the individual who exchanges will have to work on March 25, 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 2016 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 March 25, 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 2016 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 2016 Holiday Schedule, holiday exchanges, and/or religious observance accommodations, please contact Kris Silver at 843-5674.