

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

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Matthew S. Brody
Vice President for Human Resources

Office: (919) 962-4651

Email: matt.brody@northcarolina.edu

MEMORANDUM

TO: All UNC General Administration Permanent Employees

FROM: Matthew S. Brody, Vice President for Human Resources

SUBJECT: 2017 Holiday Schedule

In calendar year 2017, permanent employees will receive 12 paid holidays.

Holiday	2017
New Year's Day	Monday, January 2
Martin Luther King Jr.'s Birthday	Monday, January 16
Spring Holiday (*)	Friday, April 14
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Veteran's Day	Friday, November 10
Thanksgiving	Thursday-Friday November 23-24
Winter Break	Monday-Wednesday December 25-27

* Longstanding internal policy provides the opportunity for individuals to exchange the “spring holiday”. Therefore, in 2017, individuals may request to exchange April 14, 2017 for any other eight-hour workday during the 2017 calendar year. Although the individual who exchanges will have to work on April 14, 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 2017 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 2017 Holiday Schedule, holiday exchanges, and/or religious observance accommodations, please contact Kris Silver in Human Resources at 843-5674.