



NOVEMBER 27, 2013

NORTH CAROLINA CENTRAL UNIVERSITY APPROVED 2014 HOLIDAY SCHEDULE

We are pleased to announce the approved 2014 Holiday and Winter Break schedule which covers the calendar year January 1, 2014 - December 31, 2014. Twelve (12) paid State holidays, and an extended "winter break" (3 days) between Christmas and New Year's Day, will be observed during the period. The schedule, adopted by the State Personnel Commission, has been modified to meet the requirements of NCCU's academic calendar and university operations. Links to the 2014 Holiday Schedule and the entire Holiday/Winter Break Communication are as follows:

Table with 2 columns: NCCU 2014 Holiday Schedule Link and Holiday/Winter Break Communication Link. Both links point to http://www.nccu.edu/formsdocs/proxy.cfm?file\_id=2420 and http://www.nccu.edu/formsdocs/proxy.cfm?file\_id=2422 respectively.

2014 HOLIDAY SCHEDULE. This 2014 North Carolina Central University (NCCU) Holiday Schedule is provided for operational planning. The holiday schedule, adopted by the State Personnel Commission, has been modified to meet the requirements of NCCU's academic calendar and university operations. Table listing holidays and observances: New Year's Day (Jan 1), Martin Luther King, Jr. Day (Jan 20), Good Friday/Spring Holiday (Apr 18), Memorial Day (May 26), Independence Day (July 4), Labor Day (Sept 1), Thanksgiving (Nov 27 and 28), Veteran's Day (Dec 23), Christmas (Dec 24, 25, 26), Winter Break (Dec 29, 30, 31), New Year's Day (2015) (Jan 1, 2015). Includes SCHEDULE REMINDERS and ACCOMMODATION FOR RELIGIOUS PRACTICE sections.

# 2014 HOLIDAY AND WINTER BREAK CALENDAR

For your convenience the calendar below captures November 2014 – January 2015. We hope this resource tool will assist with your 2014 Fall/Winter holiday planning.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT	SUN
<b>NOVEMBER</b>						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27 Thanksgiving Holiday	28 Thanksgiving Holiday	29	30
<b>DECEMBER</b>	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23 Veterans Day Observance	24 Christmas Holiday	25 Christmas Holiday	26 Christmas Holiday	27	28
	29 Winter Break	30 Winter Break	31 Winter Break				
<b>JANUARY</b>				1 New Year's Day	2 NCCU Resumes Normal Operations	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

Visit [http://www.nccu.edu/formsdocs/proxy.cfm?file\\_id=2422](http://www.nccu.edu/formsdocs/proxy.cfm?file_id=2422) to review the entire Holiday/Winter Break Communication. There you will find additional information regarding State Holidays/NCCU “Winter Break”/Alternative Options, Reasonable Accommodations for Religious Preferences, and Contact Information.

# **STATE HOLIDAYS / NCCU “WINTER BREAK” / ALTERNATIVE OPTIONS**

Per the Office of State Human Resources’ (OSHR) policy on Holidays and Holiday Pay, permanent SPA employees must either be scheduled off on the specified holiday and receive paid holiday or, if required to work on the holiday, receive holiday premium pay and equal time off. EPA non-faculty employees are entitled to the same paid holidays as provided to employees subject to the State Personnel Act (SPA).

**The December 2014 holiday and “winter break” is centered around five (5) scheduled State holidays as follows:**

- **December 23, 2014 (Tuesday)**  
*Veterans Day Holiday Observance*
- **December 24, 2014 (Wednesday)**  
*Christmas Holiday*
- **December 25, 2014 (Thursday)**  
*Christmas Holiday*
- **December 26, 2014 (Friday)**  
*Christmas Holiday*
- **January 1, 2015 (Thursday)**  
*New Year’s Holiday 2015*

**Additionally, NCCU will observe an extended “winter break” per the following schedule:**

- **December 29, 2014**  
**Monday**  
*(Mandatory Leave Use Required)*
- **December 30, 2014**  
**Tuesday**  
*(Mandatory Leave Use Required)*
- **December 31, 2014**  
**Wednesday**  
*(Mandatory Leave Use Required)*

Employees will be required to use leave for the dates of December 29<sup>th</sup>, 30<sup>th</sup>, and 31<sup>st</sup> per the following designated priority: 1) compensatory time; 2) vacation; then 3) bonus leave unless university operations requires an employee to work.

**NORTH CAROLINA CENTRAL UNIVERSITY WILL RE-OPEN AND RESUME NORMAL OPERATIONS ON FRIDAY, JANUARY 2, 2015.**

Alternative accommodation options may be discussed with Sandra Bailey, Leave Specialist at [sbaile20@ncsu.edu](mailto:sbaile20@ncsu.edu) or (919) 530-6108 for employees who fall short of the necessary vacation and/or compensatory leave time that is required for the winter break.

## **ACCOMMODATIONS FOR RELIGIOUS HOLIDAY OBSERVANCES**

The University holiday schedule includes Good Friday and Christmas as religious holidays. However, the diverse nature of the University environment requires sensitivity to employees whose religious beliefs do not coincide with the religious holidays listed on the schedule. As a result, University policy allows an employee with a desire to observe different religious holidays to request an exchange for holidays relevant to their own customs or religious beliefs. Any employee requesting a holiday exchange accommodation must submit the request to his or her supervisor for approval.

## **CONTACT INFORMATION**

<b><u>Holiday Schedule</u></b>	For questions regarding the <u>holiday schedule</u> contact the <b>Human Resources Benefits Department at (919) 530-6108.</b>
<b><u>Leave Accounting</u></b>	For questions regarding <u>leave accounting</u> : 1) First, consult with your department’s <b>Human Resources Liaison</b> . If you feel you still require additional assistance, then 2) Contact <b>Sandra Bailey, HR Leave Specialist</b> at <a href="mailto:sbaile20@ncsu.edu">sbaile20@ncsu.edu</a> or <b>(919) 530-6108.</b>

Now is the perfect time to begin your holiday planning for 2014! Plan and prepare your desired preferences and submit leave planning requests to management early.