



**NORTH  
CAROLINA  
CENTRAL  
UNIVERSITY**  
FOUNDED 1910

## HUMAN RESOURCES DEPARTMENT

### University Communications

December 15, 2014



# NCCU HOLIDAY AND WINTER BREAK COMMUNICATION

We are pleased to announce the official 2015 Holiday and Winter Break schedule for calendar year **January 1, 2015 - December 31, 2015**. Twelve (12) paid State holidays, and an extended “winter break” (3 days) form the basis of this schedule and will be observed during 2015. The schedule, adopted by the State Personnel Commission meets the requirements of NCCU’s academic calendar and University operations. Links to the 2015 Holiday Schedule and the Holiday/Winter Break Communication are as follows:

[NCCU 2015 Holiday Schedule Link](#)

[Holiday/Winter Break Communication Link](#)



**2015  
UNIVERSITY**

This official holiday schedule, adopted by the State Personnel Commission, has been modified to meet NCCU’s academic calendar and university operations.

HOLIDAY	OBSERVANCE
New Year’s Day	<b>January 1, 2015</b> <i>(Thursday)</i>
Martin Luther King, Jr. Day	<b>January 19</b> <i>(Monday)</i>
Good Friday/Spring Holiday**	<b>April 3</b> <i>(Friday)</i>
Memorial Day	<b>May 25</b> <i>(Monday)</i>
Independence Day	<b>July 3</b> <i>(Friday)</i>
Labor Day	<b>September 7</b> <i>(Monday)</i>
Thanksgiving	<b>November 26 and 27</b> <i>(Thursday and Friday)</i>
Christmas**	<b>December 23, 24, and 25</b> <i>(Wednesday, Thursday, and Friday)</i>
Veteran’s Day (Observance)	<b>December 28</b> <i>(Monday)</i>
Winter Break***	<b>December 29, 30, and 31</b> <i>(Tuesday, Wednesday, and Thursday)</i>
New Year’s Day (2016)	<b>January 1, 2016</b> <i>(Friday)</i>

**\*\*\* SCHEDULE REMINDERS \*\*\***

Leave earning employees are required to use leave during the winter break (December 29, 30, and 31, 2015). It is required that compensatory time is used prior to other leave first. If compensatory time is not available, the employee can use vacation, special leave, or bonus leave to account for the absence. In some situations, operational needs may necessitate that employees’ work during the winter break period. SPA temporary employees will be paid for hours worked. For questions regarding this holiday schedule or leave accounting, please contact the Human Resources Leave Specialist at 530-6108.

**\*\*ACCOMMODATION FOR RELIGIOUS PRACTICE**

The University holiday schedule includes Good Friday and Christmas as religious holidays. However, the diverse nature of the University environment requires sensitivity to employee religious practices and beliefs that do not coincide with the holidays provided via this schedule. As a result, University policy allows employees to observe major holidays that are relevant to their customs or religious beliefs. Employees with a desire for an exchange accommodation for a major holiday are required to submit a request to their supervisor for review and approval.

NCCU 2015 Approved Holiday Schedule – Published December 11, 2014

HOLIDAY SCHEDULE

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

Per the Office of State Human Resources’ (OSHR) policy regarding 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 below at-a-glance chart displays scheduled holidays and winter break days for November 2015 – January 2016.

NOVEMBER	DECEMBER	JANUARY
27 Thanksgiving Holiday	23 Veterans Day Holiday <i>(Observance)</i>	1 New Year’s Day Holiday
28 Thanksgiving Holiday	24 Christmas Holiday	4 NCCU Resumes Normal Operations
	25 Christmas Holiday	
	26 Christmas Holiday	
	29 Winter Break <i>(Leave Req.)</i>	
	30 Winter Break <i>(Leave Req.)</i>	
	31 Winter Break <i>(Leave Req.)</i>	

Employees are required to use leave during the 2015 Winter Break schedule December 29<sup>th</sup>, 30<sup>th</sup>, and 31<sup>st</sup>. When exercising leave the designation priority is as follows: 1) compensatory time; 2) vacation leave; and 3) bonus leave unless university operations requires an employee to work.

**NORTH CAROLINA CENTRAL UNIVERSITY WILL RE-OPEN AND RESUME NORMAL OPERATIONS ON MONDAY, JANUARY 4, 2016.**

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

### 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 official 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>Holiday Schedule</b>	Questions regarding the <u>holiday schedule</u> should be directed to the <b>Human Resources – Benefits and Salary Administration Department</b> at (919) 530-6108.
<b>Leave Accounting</b>	For your questions regarding <u>leave accounting</u> : 1) First, consult with the department’s <b>Human Resources Liaison</b> . If additional assistance is still required, then 2) Contact <b>Sandra Bailey, HR Leave Specialist</b> at <a href="mailto:sbaile20@nccu.edu">sbaile20@nccu.edu</a> or (919) 530-6108.

Start early this year with your holiday planning for 2015! Plan, prepare, and submit your desired leave proposals to management early for approval.