

Department of Human Resources

DHR CAMPUS COMMUNICATIONS



November 28, 2017



NCCU HOLIDAY AND WINTER BREAK COMMUNICATION

We are pleased to announce the official 2018 Holiday and Winter Break schedule for calendar year **January 1, 2018 - December 31, 2018**. Twelve (12) paid State holidays, and two extended “winter break” (2 days) form the basis of this schedule and will be observed during 2018. The schedule, adopted by the State Personnel Commission meets the requirements of NCCU’s academic calendar and University operations. Links to the 2018 Holiday Schedule and the Holiday/Winter Break Communication are as follows:

[NCCU 2018 Holiday Schedule](#)

[2018 Holiday/Winter Break Communication](#)

2018

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	January 1, 2018 <i>(Monday)</i>
Martin Luther King, Jr. Day	January 15 <i>(Monday)</i>
Good Friday/Spring Holiday**	March 30 <i>(Friday)</i>
Memorial Day	May 28 <i>(Monday)</i>
Independence Day	July 4 <i>(Wednesday)</i>
Labor Day	September 3 <i>(Monday)</i>
Thanksgiving	November 22 and 23 <i>(Thursday and Friday)</i>
Veteran’s Day (Observance)	December 27 <i>(Thursday)</i>
Christmas**	December 24, 25 and 26 <i>(Monday, Tuesday, and Wednesday)</i>
Winter Break***	December 28 and 31 <i>(Friday and Monday)</i>
New Year’s Day (2019)	January 1, 2019 <i>(Tuesday)</i>

***** SCHEDULE REMINDERS *****

Leave earning employees are required to use leave during the winter break (December 28 and 30, 2018). It is required that compensatory time is used prior to other leave first. If compensatory time is not available, the employee may use vacation or bonus leave to account for the absence. In some situations, operational needs may necessitate employees’ work during the winter break period. SHRA 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 culture requires sensitivity to employee religious practices and beliefs that do not coincide with the holidays designated 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.

HOLIDAY SCHEDULE

NCCU 2018 Approved Holiday Schedule – July 18, 2017

Permanent SHRA employees must either be scheduled off on specified holiday's and receive paid holiday, or if required, to work on the holiday, receive holiday premium pay and equal time off. EHRA non-faculty employees are entitled to the same paid holidays, however are not eligible for compensatory time, holiday premium pay, or equal time off.

NOVEMBER	DECEMBER	JANUARY
22 Thanksgiving Holiday	24 Christmas Holiday	1 New Year's Day Holiday
23 Thanksgiving Holiday	25 Christmas Holiday	2 NCCU Resumes Operations
	26 Christmas Holiday	
	27 Veterans Day Holiday <i>(Observance)</i>	
	28 Winter Break <i>(Leave Req.)</i>	
	31 Winter Break <i>(Leave Req.)</i>	

Employees are required to use leave during the 2018 Winter Break dates, December 28th and 31st. Leave designation should occur as follows: 1) **compensatory time**; 2) **vacation leave**; and 3) **bonus leave** unless university operations require an employee to work. Alternative leave accommodation options regarding insufficient leave required for the winter break may be discussed with Sandra Bailey, Leave Specialist at sbaile20@ncu.edu or ext. 6108.

For religious holiday observances, the diverse nature of the University culture requires sensitivity to employees whose religious beliefs do not coincide with the religious holidays designated in our official schedule. 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.

CONTACTS	Holiday Schedule	Questions regarding the <u>holiday schedule</u> should be directed to the Department of Human Resources – Benefits and Salary Administration Department at (919) 530-6108 .
	Leave Accounting	For questions regarding <u>leave accounting</u>: Employees, if you have questions or require timekeeping guidance or assistance please speak with your supervisor. If questions are unresolved, contact Sandra Bailey, HR Leave Specialist at (919) 530-6108 or sbaile20@ncu.edu .

*This is a great time to plan and schedule your leave for 2018!
Prepare and submit leave requests to management early throughout the year!*