

# 2013



This 2013 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.

<b>HOLIDAY</b>	<b>OBSERVANCE</b>
<b>New Year's Day</b>	<b>January 1</b> <i>(Tuesday)</i>
<b>Martin Luther King, Jr. Birthday</b>	<b>January 21</b> <i>(Monday)</i>
<b>Good Friday/Spring Holiday**</b>	<b>March 29</b> <i>(Friday)</i>
<b>Memorial Day</b>	<b>May 27</b> <i>(Monday)</i>
<b>Independence Day</b>	<b>July 4</b> <i>(Thursday)</i>
<b>Labor Day</b>	<b>September 2</b> <i>(Monday)</i>
<b>Thanksgiving</b>	<b>November 28 and 29</b> <i>(Thursday and Friday)</i>
<b>Veteran's Day (Observance)</b>	<b>December 23</b> <i>(Monday)</i>
<b>Christmas**</b>	<b>December 24, 25 and 26</b> <i>(Tuesday, Wednesday and Thursday)</i>
<b>Winter Break***</b>	<b>December 27, 30 and 31</b> <i>(Friday, Monday and Tuesday)</i>
<b>New Year's Day (2014)</b>	<b>January 1, 2014</b> <i>(Wednesday)</i>

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

All leave earning employees must use leave during the winter break (December 27, 30 and 31, 2013). Compensatory time must be used first. If no compensatory time is available, then the employee must use vacation or bonus leave to cover the absence. In some situations, operational needs may require employees to work during the winter break period. SPA temporary employees will be paid for time worked. For questions regarding this Holiday Schedule, contact Human Resources (Employee Relations) at 530-6920. If you have questions regarding leave accounting, please contact the 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 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 it to his or her supervisor for approval.

# HOLIDAY SCHEDULE