2014



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.

HOLIDAY	OBSERVANCE
New Year's Day	January 1, 2014 (Wednesday)
Martin Luther King, Jr. Day	January 20 (Monday)
Good Friday/Spring Holiday**	April 18, 2014 (Friday)
Memorial Day	May 26 (Monday)
Independence Day	July 4 (Friday)
Labor Day	September 1 (Monday)
Thanksgiving	November 27 and 28 (Thursday and Friday)
Veteran's Day (Observance)	December 23 (Tuesday)
Christmas**	December 24, 25 and 26 (Wednesday, Thursday and Friday)
Winter Break***	December 29, 30 and 31 (Monday, Tuesday and Wednesday)
New Year's Day (2015)	January 1, 2015 (Thursday)
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* * * SCHEDULE REMINDERS <u>* * *</u>

All leave earning employees must use leave during the winter break (December 29, 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 or questions regarding 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 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.