

# 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**

**January 1, 2015**

*(Thursday)*

**Martin Luther King, Jr. Day**

**January 19**

*(Monday)*

**Good Friday/Spring Holiday\*\***

**April 3**

*(Friday)*

**Memorial Day**

**May 25**

*(Monday)*

**Independence Day**

**July 3**

*(Friday)*

**Labor Day**

**September 7**

*(Monday)*

**Thanksgiving**

**November 26 and 27**

*(Thursday and Friday)*

**Christmas\*\***

**December 23, 24, and 25**

*(Wednesday, Thursday, and Friday)*

**Veteran's Day (Observance)**

**December 28**

*(Monday)*

**Winter Break\*\*\***

**December 29, 30, and 31**

*(Tuesday, Wednesday, and Thursday)*

**New Year's Day (2016)**

**January 1, 2016**

*(Friday)*

### \*\*\* 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.

HOLIDAY SCHEDULE