

2016



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, 2016

(Friday)

Martin Luther King, Jr. Day

January 18

(Monday)

Good Friday/Spring Holiday**

March 25

(Friday)

Memorial Day

May 30

(Monday)

Independence Day

July 4

(Monday)

Labor Day

September 5

(Monday)

Thanksgiving

November 24 and 25

(Thursday and Friday)

Christmas**

December 23, 26, and 27

(Friday, Monday, and Tuesday)

Veterans Day (Observance)

December 28

(Wednesday)

Winter Break***

December 29 and 30

(Thursday and Friday)

New Year's Day (2017)

January 2, 2017

(Monday)

*** SCHEDULE REMINDERS ***

Leave earning employees are required to use leave during the winter break (December 29 and 30, 2016). It is required that compensatory time is used prior to other leave first. If compensatory time is not available, the employee can use vacation 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