

# 2017



# 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 2, 2017**

*(Monday)*

**Martin Luther King, Jr. Day**

**January 16**

*(Monday)*

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

**April 14**

*(Friday)*

**Memorial Day**

**May 29**

*(Monday)*

**Independence Day**

**July 4**

*(Tuesday)*

**Labor Day**

**September 4**

*(Monday)*

**Thanksgiving**

**November 23 and 24**

*(Thursday and Friday)*

**Christmas\*\***

**December 25, 26, and 27**

*(Monday, Tuesday, and Wednesday)*

**Veterans Day (Observance)**

**December 28**

*(Thursday)*

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

**December 29**

*(Friday)*

**New Year's Day (2018)**

**January 1, 2018**

*(Monday)*

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

Leave earning employees are required to use leave during the winter break (December 29, 2017). 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