



November 9, 2016

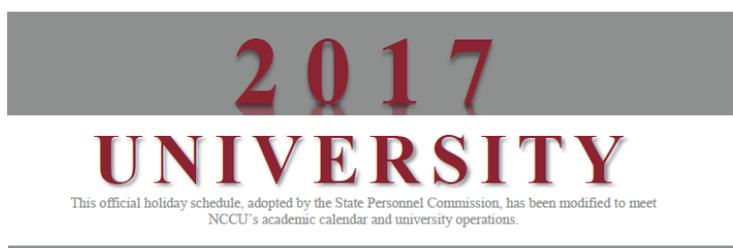


NCCU HOLIDAY AND WINTER BREAK COMMUNICATION

We are pleased to announce the official 2017 Holiday and Winter Break schedule for calendar year **January 1, 2017 - December 31, 2017**. Twelve (12) paid State holidays, and an extended “winter break” (1 day) form the basis of this schedule and will be observed during 2017. The schedule, adopted by the State Personnel Commission meets the requirements of NCCU’s academic calendar and University operations. Links to the 2017 Holiday Schedule and the Holiday/Winter Break Communication are as follows:

[NCCU 2017 Holiday Schedule Link](#)

[Holiday/Winter Break Communication Link](#)



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 <i>(Monday)</i>
Martin Luther King, Jr. Day	January 16 <i>(Monday)</i>
Good Friday/Spring Holiday**	April 14 <i>(Friday)</i>
Memorial Day	May 29 <i>(Monday)</i>
Independence Day	July 4 <i>(Tuesday)</i>
Labor Day	September 4 <i>(Monday)</i>
Thanksgiving	November 23 and 24 <i>(Thursday and Friday)</i>
Christmas**	December 25, 26, and 27 <i>(Monday, Tuesday, and Wednesday)</i>
Veterans Day (Observance)	December 28 <i>(Thursday)</i>
Winter Break***	December 29 <i>(Friday)</i>
New Year’s Day (2018)	January 1, 2018 <i>(Monday)</i>

*** 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



STATE HOLIDAYS / NCCU “WINTER BREAK” / ALTERNATIVE OPTIONS

Per the Office of State Human Resources’ (OSHR) policy regarding Holidays and Holiday Pay, permanent SHRA employees must either be scheduled off on the specified holiday and receive paid holiday, or if required, to work on the holiday, receive holiday premium pay and equal time off. EHRA non-faculty employees are entitled to the same paid holidays as provided to employees Subject to the State Human Resources Act (SHRA).

The below at-a-glance chart displays scheduled holidays and winter break days for November 2017 – January 2018.

NOVEMBER	DECEMBER	JANUARY
23 Thanksgiving Holiday	25 Christmas Holiday	1 New Year’s Day Holiday
24 Thanksgiving Holiday	26 Christmas Holiday	2 NCCU Resumes Operations
	27 Christmas Holiday	
	28 Veterans Day Holiday (Observance)	
	29 Winter Break (Leave Req.)	

NCCU WILL RE-OPEN AND RESUME NORMAL OPERATIONS TUESDAY, JANUARY 2, 2018.

Employees are required to use leave during the 2017 Winter Break schedule December 29th. When exercising leave the designation priority is as follows: 1) **compensatory time**; 2) **vacation leave**; and 3) **bonus leave** unless university operations requires an employee to work. Alternative leave accommodation options, for employees who do not have sufficient vacation/compensatory leave required for the winter break, may be discussed with Sandra Bailey, Leave Specialist at sbaile20@nccu.edu or (919) 530-6108.

ACCOMMODATIONS FOR RELIGIOUS HOLIDAY OBSERVANCES

The University holiday schedule includes Good Friday and Christmas as religious holidays. However, the diverse nature of the University culture requires sensitivity to employees whose religious beliefs do not coincide with the religious holidays designated in this official schedule. As a result, University policy allows an employee with a desire to observe alternative religious holidays to request an exchange for holidays relevant to their own 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.

CONTACT INFORMATION

CONTACTS	Holiday Schedule	Questions regarding the <u>holiday schedule</u> should be directed to the Human Resources – Benefits and Salary Administration Department at (919) 530-6108 .
	Leave Accounting	For questions regarding <u>leave accounting</u> : Consult first with the department’s Human Resources Liaison . If additional assistance is still required, contact Sandra Bailey , HR Leave Specialist at sbaile20@nccu.edu or (919) 530-6108 .

Now is the perfect time for your 2017 holiday planning and scheduling!
Prepare and submit leave requests to management early for review and approval.