



May 23, 2018

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Marie Y. Williams, Associate Vice Chancellor for Human Resources *Marie Williams*

SUBJECT: **Approved University Holiday Schedules for Calendar Years 2020-2021**

The University holiday schedules for calendar years 2020 and 2021 have been approved by the Chancellor, Executive Vice Chancellor and Provost, and Vice Chancellor for Finance and Administration at NC State.

For your reference, attached please find an updated holiday schedule for the University, which also includes the holiday schedules that have already been approved for calendar years 2018 and 2019. Please share these holiday schedules with all your faculty and/or staff within your colleges and divisions. The University's holiday schedules continue NC State's practice of scheduling Winter Break to allow for extended time off for most employees and to generate utility cost savings.

Additional information can be found at <https://hr.ncsu.edu/common-tasks/university-holidays-and-closings/>

If you have questions, please feel free to contact me at 515-3443.

Attachment: University Holiday Schedule

CC W. Randolph Woodson, Chancellor
Warwick Arden, Executive Vice Chancellor and Provost
Scott Douglass, Vice Chancellor for Finance and Administration

NC State University Approved University Holiday Calendar for Calendar Years 2020 and 2021

UNIVERSITY OFFICIAL HOLIDAYS

Holiday	2018	2019	PROPOSED 2020	PROPOSED 2021
New Year's Day	Mon Jan 1	Tues Jan 1	Weds Jan 1	Fri Jan 1
Day After New Year's Day	Tues Jan 2: Open	Wed Jan 2; Open	Thurs Jan 2; Open	Sat Jan 2
Martin Luther King Jr. Day	Mon Jan 15	Mon Jan 21	Mon Jan 20	Mon Jan 18
Memorial Day	Mon May 28	Mon May 27	Mon May 25	Mon May 31
Independence Day	Wed July 4	Thurs July 4	Fri July 3	Mon Jul 5
Labor Day	Mon Sept 3	Mon Sept 2	Mon Sept 7	Mon Sept 6
Thanksgiving Day	Thurs Nov 22	Thurs Nov 28	Thurs Nov 26	Thurs Nov 25
Day After Thanksgiving	Fri Nov 23	Fri Nov 29	Fri Nov 27	Fri Nov 26
Winter Break	Mon Dec 24	Mon Dec 23	Thurs Dec 24	Mon Dec 27
Winter Break	Tues Dec 25	Tues Dec 24	Fri Dec 25	Tues Dec 28
Winter Break	Wed Dec 26	Wed Dec 25	Sat Dec 26	Wed Dec 29
Winter Break	Thurs Dec 27	Thurs Dec 26	Sun Dec 27	Thurs Dec 30
Winter Break	Fri Dec 28	Fri Dec 27	Mon Dec 28	Fri Dec 31
Winter Break	Sat Dec 29	Sat Dec 28	Tues Dec 29	Sat Jan 1
Winter Break	Sun Dec 30	Sun Dec 29	Weds Dec 30	Sun Jan 2
Winter Break	Mon Dec 31: Open	Mon Dec 30: Open	Thurs Dec 31	Mon Jan 3: Open

KEY:

University Paid Holiday	Weekend Days	University Closed: Employee to use annual leave, bonus leave, special bonus leave or comp time. If leave is not available for use, pay will be reduced for overdrawn leave	University Open
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Additional Comments:

The State of North Carolina authorizes 12 holidays each year, three of which must fall at Christmas. The campuses of the UNC system observe the same number of holidays as those provided to other state agencies. However, each campus sets its own specific holiday schedule based on institutional needs.

Some employees must work on holidays to meet operational needs. To determine if additional compensation is applicable, review information on the Additional Compensation web page at <https://ts.hr.ncsu.edu/classification/additional-compensation/>

Employees may ask to take leave for major religious observances. Supervisors must arrange work schedules so that employees can take leave if it does not create an emergency situation in the department.

In accordance with G.S. 126-4(5), NC State University will observe a holiday in recognition of Veteran's Day on the following alternate dates: 12/26/16, 12/26/17, 12/26/18, and 12/26/19.

Questions concerning holidays should be directed to Talent Solutions at 919-515-2135.