



MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Warwick A. Arden, Executive Vice Chancellor and Provost 
Charles A. Maimone, Vice Chancellor, Finance and Administration 

SUBJECT: Updates to the 2021 and 2022 University Holiday Calendars

DATE: November 22, 2021

The state of North Carolina authorizes the university to celebrate 12 holidays each year, three of which must fall around Dec. 25. NC State will observe the New Year's Day holiday on Dec. 31, 2021, but the day will count as one of the university's 12 paid holidays in 2022. In addition, NC State has made the following changes to [the university's 2021 and 2022 holiday calendars](#):

- During the 2021 winter break, leave-earning employees will not have to use their personal leave time on Dec. 24. The day will be a paid holiday. Employees who have already submitted leave requests for Dec. 24 should go into MyPackPortal and cancel their requests.
- During the 2022 winter break, leave-earning employees will need to use personal leave time on Dec. 23.

If you have questions about the changes to the holiday calendars, please contact Margaret Erickson, assistant vice chancellor for HR Operations, at meericks@ncsu.edu.

cc: W. Randolph Woodson, Chancellor
Don Hunt, Senior Vice Provost, Enrollment Management and Services
Margaret Erickson, Assistant Vice Chancellor, HR Operations
Ursula Hairston, Assistant Vice Chancellor, HR Strategy