October 25, 2016

MEMORANDUM

TO: Deans, Directors, and Department Heads

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

SUBJECT: **Approved University Holiday Schedules for Calendar Years 2018 & 2019**

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The University holiday schedules for calendar years 2018 and 2019 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 therefore find an updated holiday schedule for the University, which also includes the holiday schedules that have already been approved for calendar years 2016 and 2017. 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 contact me or Kathy Lambert, Senior Director of Human Resources, at kplamber@ncsu.edu or 5-4277. Thank you.

Attachment: University Holiday Schedule

CC W. Randolph Woodson, Chancellor

Warwick Arden, Executive Vice Chancellor and Provost

Scott Douglass, Vice Chancellor for Finance and Administration