

August 30, 2021

To: All System Office Employees

From: Matthew S. Brody, Senior Vice President for Human Resources

Subject: 2022 System Office Holiday Calendar

In calendar year 2022, UNC System Office permanent employees will receive 12 paid holidays – 11 scheduled and one floating. The 2022 System Office holiday schedule is:

Holiday	2022
New Year's Day	Monday, Jan. 3
Martin Luther King Jr's Birthday	Monday, Jan. 17
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, Sept. 5
Veterans' Day	Friday, Nov. 11
Thanksgiving	Thursday-Friday, Nov. 24-25
Winter Break	Monday-Wednesday, Dec. 26-28
System Office Closed Days*	Thursday-Friday, Dec. 29-30

Starting in 2022, the System Office will designate the Spring Holiday as a “floating holiday” that can be used by employees on any religious or cultural day they wish to recognize. Longstanding System Office guidance has allowed employees to exchange the Spring Holiday for any other eight-hour workday during the same calendar year. This change to a floating holiday means that the System Office will be

open on Friday, April 15, 2022, instead of being closed in observance of the Spring Holiday. Employees must take the floating holiday during the same calendar year or lose it and not get paid for it.

Once again, System Office has made the decision to close for a one-week period for Winter Break 2022: Monday, Dec. 26 through Friday, Dec. 30. During this period, three days are designated as paid holidays and two days, Thursday, Dec. 29 and Friday, Dec. 30, are not covered as a State-provided holiday and therefore have been designated as closed days.

By making this decision, UNC System Office joins the other universities of the UNC System in closing for a week during Winter Break. In addition, our research shows that the majority of employees use vacation time during the winter break. Closing for a full week during this period will allow for savings in operational and energy costs, a measure that supports the University's efforts to become a more sustainable employer as we strive to be a good steward of public and private resources.

Employees may use vacation leave, bonus leave, or accrued compensatory time to cover the closed days. Employees hired between Dec. 1-15, 2022, will accrue leave for the month of December and therefore can use this vacation leave to cover the System Office closed days on Dec. 29-30. Supervisors are encouraged to work with employees in scheduling the leave and in offering flexible work schedules if the work supports this arrangement. Employees are encouraged to retain leave time sufficient to cover the System Office closed days. The System Office will be closed for the New Year's Day holiday on Monday, Jan. 2, 2023. The full holiday schedule for 2022 is on [the System Office HR website](#).

The State Human Resources Act provides all State employees a holiday schedule that cannot exceed 12 paid holidays per year. UNC Policy 300.1 and 300.2 follow the same State-prescribed holiday schedule. UNC System constituent institutions and the System Office are allowed flexibility with scheduling holidays to accommodate their respective academic schedule.

Some departments have essential work that must be done (related to PBS NC, safety, etc.) and designated employees must report to work regardless of state, federal, or University holidays. SHRA non-exempt employees who work on designated holidays must be paid holiday premium pay, in addition to hour-for-hour compensatory time up to eight hours daily. State guidelines do not permit the University to pay premium holiday pay for the closed days during winter break.

If you have any questions about the holiday schedule, please contact Ashley Nicklis in the Office of Human Resources at 919-843-4869 or atnicklis@northcarolina.edu.

