



THE UNIVERSITY OF NORTH CAROLINA SYSTEM

DARRYL BASS


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MEMORANDUM

TO: All System Office Employees

FROM: Darryl Bass 
Vice President for Human Resources

DATE: August 31, 2022

SUBJECT: ***2023 System Office Holiday Calendar***

In the calendar year 2023, UNC System permanent employees will receive 12 paid holidays (11 scheduled and one floating). In addition to the 12 paid holidays, permanent employees will also receive one day of Personal Observance Leave, which can be used any time during the 2023 calendar year as a day of personal significance, including days of cultural or religious importance.

The 2023 System Office holiday schedule is as follows:

Holiday	2023
New Year's Day	Monday, January 2
Dr. Martin Luther King Jr.'s Birthday	Monday, January 16
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Veterans Day	Friday, November 10
Thanksgiving	Thursday – Friday, November 23-24
Winter Break	Monday – Wednesday, December 25-27
System Office Closed Days	Thursday – Friday, December 28-29

As we have done previously, the System Office will designate the Spring Holiday as a “floating holiday” that can be used by employees, for any reason, during the current calendar year. 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 7, 2023, 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 2023: Monday, Dec. 25 through Friday, Dec. 29. During this period, three days are designated as paid holidays and two days, Thursday, Dec. 28, and Friday, Dec. 29, 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 most 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, Personal Observance Leave, or accrued compensatory time to cover the closed days. Employees hired between Dec. 1-15, 2023, will accrue leave for the month of December and therefore can use this vacation leave to cover the System Office closed days on Dec. 28-29. Supervisors are encouraged to work with employees to schedule the leave and offer 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 [entire holiday schedule for 2023](#) is on the Human Resources 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 get in touch with Ashley Nicklis in System Office Human Resources at 919-843-4869 or via email at atnicklis@northcarolina.edu.

Make it a great day!