


**DARRYL BASS****VICE PRESIDENT AND CHIEF HUMAN RESOURCES OFFICER**

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Vice President and Chief Human Resources Officer**DATE:** November 20, 2023**SUBJECT:** 2024 System Office Holiday Calendar

In Calendar Year 2024, 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 2024 calendar year as a day of personal significance, including days of cultural or religious importance.

The 2024 System Office holiday schedule is:

Holiday	2024
New Year's Day	Monday, January 1
Martin Luther King Jr's Birthday	Monday, January 15
Spring Holiday*	Friday, March 29
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Veterans Day	Monday, November 11
Thanksgiving	Thursday – Friday, November 28 – 29
Winter Break	Monday – Wednesday, December 23 – 25
System Office Closed Days	Thursday – Friday, December 26 – 27

\*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, March 29, 2024, 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 2024: Monday, December 23 through Friday, December 27. During this period, three days are designated as paid holidays, and two days, Thursday, December 26, and Friday, December 27, are not covered as a State-provided holiday and, therefore, have been designated as closed days.

By making this decision, the 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.

On System Office Closed Days, the System Office is closed, and employees are required to use vacation or bonus leave or accrued compensatory time if they do not work these days, **or they may elect to work remotely with prior approval from their supervisor**. Employees hired between December 1-15, 2024, will accrue leave for the month of December and, therefore, can use this vacation leave to cover the System Office closed days on December 26 – 27, 2024. Supervisors are encouraged to work with employees in scheduling the leave and in offering flexible work schedules if the work supports this arrangement.

NCSEAA is exempt from the Closed Days; PBS NC may designate a limited number of staff members as essential.

The System Office will be closed for the New Year's Day holiday on Monday, January 1, 2024. The [full holiday schedule for 2024](#) 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 are required by management to 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 feel free to contact Christina Hawkins, Human Resources Director, via email at [cchawkins@northcarolina.edu](mailto:cchawkins@northcarolina.edu) or at (919) 843-7377.

Have a great day!

cc: File