




Matthew S. Brody
Vice President for Human Resources

140 Friday Center Drive
Chapel Hill, NC 27517

919-962-4251
www.northcarolina.edu

MEMORANDUM

TO: All Permanent Employees

FROM: Matthew S. Brody, Vice President for Human Resources 

SUBJECT: 2019 Holiday Schedule

In calendar year 2019, permanent employees will receive 12 paid holidays.

Holiday	2019
New Year's Day	Tuesday, January 1
Martin Luther King Jr's Birthday	Monday, January 21
Spring Holiday (*)	Friday, April 19
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Veteran's Day	Monday, November 11
Thanksgiving	Thursday – Friday, November 28, 29
Winter Break	Tuesday – Thursday, December 24 - 26

Longstanding internal policy provides the opportunity for individuals to exchange the “spring holiday”. Therefore, in 2019, individuals may request to exchange April 19, 2019 for any other eight-hour workday during the 2019 calendar year.

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Although the individual who exchanges will have to work on April 19, please note that offices will still be closed for operation on that day. An exchange requires approval from the supervisor/manager in advance of the Spring Holiday and in advance of the exchange day. One must take the exchange day during the 2019 calendar year or lose it and not get paid for it.

Current State policy provides some flexibility for religious observances; however, the University is not obligated to make accommodation if the accommodation would result in undue hardship on the University or its employees. Religious holidays can be accommodated by the supervisor/manager as follows: (1) adjusting the work schedule to the extent that it does not significantly impact the essential work of the unit or (2) allowing the exchange of another holiday in the same calendar year. Every reasonable effort should be made by the supervisor/manager to accommodate an exchange for a religious observance.

If you have questions about the 2019 Holiday Schedule, holiday exchanges, and/or religious observance accommodations, please contact Demetria Wallace at 919-843-5674.