

**MEMORANDUM**

**TO:** All Permanent Employees

**FROM:** Matthew S. Brody, Senior Vice President and Chief Human Resources Officer 

**SUBJECT:** 2020 Holiday Schedule

In calendar year 2020, permanent employees will receive 12 paid holidays.

As you know, senior leadership recently sought employee feedback regarding an option to move the Spring Holiday to the Winter Break to lessen the number of “closed days” required. Of the 125 survey responses, 75 percent wanted to keep the Spring Holiday as a designated holiday. The schedule below reflects that feedback.

<b>Holiday</b>	<b>2020</b>
<b>New Year’s Day</b>	Wednesday, January 1
<b>Martin Luther King Jr’s Birthday</b>	Monday, January 20
<b>Spring Holiday</b>	Friday, April 10
<b>Memorial Day</b>	Monday, May 25
<b>Independence Day</b>	Friday, July 3
<b>Labor Day</b>	Monday, September 7
<b>Veterans’ Day</b>	Monday, November 11
<b>Thanksgiving</b>	Thursday – Friday, November 26, 27
<b>Winter Break – University closed days</b>	Monday – Tuesday, December 21, 22*
<b>Winter Break</b>	Wednesday – Friday, December 23-25

***\*Monday, Dec. 21, and Tuesday, Dec. 22, require the use of leave.***

Longstanding internal policy provides the opportunity for individuals to exchange the Spring Holiday. Therefore, in 2020, individuals may request to exchange April 10, 2020, for any other eight-hour workday during the 2020 calendar year.

Although the individual who exchanges will have to work on April 10, 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 2020 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. The supervisor/manager can accommodate religious holidays by adjusting the work schedule to the extent that it does not significantly impact the essential work of the unit or 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.

During the designated closed days, all System Office employees will be required to use either vacation leave, bonus leave, or accrued compensatory time. In addition to drawing on accrued leave, supervisors are also asked to permit flexible scheduling immediately prior to these dates to provide employees with the opportunity to cover the closed days if they lack sufficient accrued leave. By closing for these added two days, the goal is to allow all but essential employees to enjoy the full week off without supervisors having to mandate that certain employees provide routine coverage.

The North Carolina State Education Assistance Authority (NCSEAA) will be exempt from the designated closed days due to externally facing client needs and essential business operations. Likewise, UNC-TV leadership may designate a limited number of staff members as essential to critical operations during the holidays and exempt these employees from the closed days. However, for all other System Office and UNC-TV employees, the closed days are mandatory.

If you have questions about the 2020 holiday schedule, holiday exchanges, and/or religious observance accommodations, please contact Trivia Johnson at 919-843-5674.