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To: All System Office Employees
From: Matthew S. Brody, Senior Vice President for Human Resources
Subject: 2021 System Office Holiday Calendar
Date: August 14, 2020

In calendar year 2021, UNC System permanent employees will receive 12 paid holidays. The System Office holiday schedule is as follows:

HOLIDAY	2021
New Year's Day	Friday, January 1
Martin Luther King Jr's Birthday	Monday, January 18
Spring Holiday	Friday, April 2
Memorial Day	Monday, May 31
Independence Day	Monday, July 5
Labor Day	Monday, September 6
Veteran's Day	Thursday, November 11
Thanksgiving	Thursday – Friday, November 25-26
Winter Break	Friday, December 24, Monday – Tuesday, December 27-28
System Office Optional Closed Days	Wednesday – Friday, December 29 – 31

This schedule and the 2020 holiday schedule are both available on the [UNC System HR website](#).

Longstanding System Office guidance allows individuals to exchange the Spring Holiday for any other eight-hour workday during the same calendar year. Although the individual who exchanges the Spring Holiday will have to work on that day, please note that the System Office will still be closed that day. An exchange requires approval from your supervisor/manager in advance of the Spring Holiday and in advance of the exchange day. You must take the exchange day during the same calendar year or lose it and not get paid for it.

The UNC System and constituent institutions are allowed flexibility with scheduling holidays to accommodate their respective academic/business schedules. As such, the System Office has made the decision to close for a one-week period for Winter Break 2021 (Monday, December 27 through Friday, December 31, 2021). During this period, two days are designated as paid holidays and three days, Wednesday, Dec. 29 thru Friday, Dec. 31, are **not** covered as State-provided holidays and therefore, have been designated as optional closed days where the University will operate on a limited staffing basis.

Employees may use vacation leave, bonus leave, or accrued compensatory time to cover the University optional closed days. Employees hired between December 1-16, 2021, will not accrue enough leave during the month of December and therefore may need to work or take leave without pay to cover the System Office optional closed days on December 29-31. 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 optional closed days.

Some departments have essential work that must be done (related to UNC-TV, safety, etc.) and certain 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 University optional closed day during winter break. On System Office optional closed days, the System Office is closed and has limited operations and staffing. NCSEAA is exempt from the optional closed days; UNC-TV may designate a limited number of staff members as essential.

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