

North Carolina Central University
APPROVED 2009 HOLIDAY SCHEDULE

The approved 2009 University Holiday Schedule is provided for operational planning. This holiday schedule takes into consideration the academic calendar. The schedule adopted by the State Personnel Commission for SPA and EPA Non-Faculty employees has been revised to meet the needs of NCCU.

Holiday	Observance Date(s)	Day(s) of the Week
New Year's Day	January 1, 2009	Thursday
Martin Luther King, Jr. Birthday	January 19, 2009	Monday
Good Friday/Spring Holiday*	April 10, 2009	Friday
Memorial Day	May 25, 2009	Monday
Independence Day	July 3, 2009	Friday
Labor Day	September 7, 2009	Monday
Thanksgiving	November 26 and 27, 2009	Thursday and Friday
Christmas*	December 24 and 25, 2009	Thursday and Friday
Veterans' Day**	December 28, 2009	Monday
Winter Break***	December 29, 30 and 31, 2009	Tuesday, Wednesday and Thursday

*** Accommodation for Religious Practice:**

The University holiday schedule includes Good Friday and Christmas as religious holidays. However, the diverse nature of the University environment requires sensitivity to employees whose religious beliefs do not coincide with the religious holidays listed on the schedule. As a result, University policy allows an employee wishing to observe different religious holidays to request an exchange for alternate religious holidays relevant to their own religious beliefs. Any employee requesting a holiday exchange accommodation should submit it to his or her supervisor for approval.

***** SCHEDULE REMINDERS *****

**** Veterans' Day Observance:**

This schedule reflects the practice of shifting the Veterans' Day Holiday (November 11, 2009) to December.

***** Winter Break (days that are not designated as paid holidays):**

All leave earning employees must use leave during the winter break (December 29 through 31, 2009). Compensatory time is to be used first. If no compensatory time is available, then the employee must use vacation or bonus leave to cover the absence. In some situations, operational needs may require employees to work during the winter break period. SPA temporary employees are paid only for time worked.

For questions regarding this Holiday Schedule, contact Employee Relations at 530-5148. If you have questions regarding leave accounting, contact Benefits and Salary Administration at 530-6226.