



The University of North Carolina
POST OFFICE BOX 2688, CHAPEL HILL, NC 27515-2688

William A. Fleming, Vice President for Human Resources

Telephone: (919) 962-4561 Fax: (919) 843-8327

E-mail: wafleming@northcarolina.edu

Appalachian State
University

East Carolina
University

Elizabeth City
State University

Fayetteville State
University

North Carolina
Agricultural and
Technical State
University

North Carolina
Central University

North Carolina
State University
At Raleigh

University of
North Carolina
at Asheville

University of
North Carolina
at Chapel Hill

University of
North Carolina
at Charlotte

University of
North Carolina
at Greensboro

University of
North Carolina
at Pembroke

University of
North Carolina
School of the Arts

University of
North Carolina
at Wilmington

Western Carolina
University

Winston-Salem
State University

Constituent High School
North Carolina
School of Science
and Mathematics

An Equal Opportunity/
Affirmative Action
Employer

August 9, 2011

MEMORANDUM

TO: All Permanent Employees

FROM: William A. Fleming

SUBJECT: 2012 Holiday Schedule

In calendar year 2012, permanent employees will receive 12 paid holidays.

2012 HOLIDAY SCHEDULE		
Holiday	Date(s)	Day(s)
New Year's Day	January 2, 2012	Monday
Martin Luther King, Jr's Birthday	January 16, 2012	Monday
Spring Holiday (*)	April 6, 2012	Friday
Memorial Day	May 28, 2012	Monday
Independence Day	July 4, 2012	Wednesday
Labor Day	September 3, 2012	Monday
Thanksgiving	November 22 and 23, 2012	Thursday & Friday
Winter Holiday (*)	December 24-26, 2012	Monday, Tuesday, and Wednesday
New Year's Eve (*)	December 31, 2012	Monday

* The official State of North Carolina holidays of Good Friday, Veteran's Day, and Christmas are included in this list. UNC General Administration refers to the Good Friday holiday as Spring Holiday; Veteran's Day for 2012 is observed by UNC General Administration on December 31, 2012 thereby allowing operations to be closed on New Year's Eve; and the Christmas holiday is referenced as Winter Holiday.

Please note that the New Year's Day holiday for 2013 will be on Tuesday, January 1, 2013. This will result in a four day weekend beginning on Saturday, December 29, 2012 and continuing through Tuesday, January 1, 2013.

Longstanding internal policy provides the opportunity for individuals to exchange the "spring holiday". Therefore, in 2012, individuals may request to exchange April 6, 2012 for any other eight-hour workday during the 2012 calendar year. Although the individual who exchanges will have to work on April 6, 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 2012 calendar year or lose it and not get paid for it. If the holiday is exchanged and observed prior April 6 and then one separates from service before April 6, the eight hours taken will have to be repaid; this is accomplished by deducting the amount from the final paycheck. Conversely, if the holiday is exchanged and one separates from service before taking the eight hours off, the amount will be added to the final paycheck.

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 rights of other employees 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. An exchange day must be taken during the 2012 calendar year; no exchanges may be carried forward into the next calendar year. If the religious holiday cannot be accommodated by exchanges or adjusting the work schedule, individuals may request to use vacation leave, compensatory time, or bonus leave in order to take the time off.

If you have questions about the 2012 Holiday Schedule, holiday exchanges, and/or religious observance accommodations, please contact Kris Silver at 919-843-5674.