



The University of North Carolina

GENERAL ADMINISTRATION

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Constituent Universities
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State University

Fayetteville State
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Technical State
University

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University

Winston-Salem State
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of Science and
Mathematics

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September 3, 2008

MEMORANDUM

TO: All Permanent Employees

FROM: Kitty M. McCollum *Kitty M. McCollum*

SUBJECT: 2009 Holiday Schedule

In calendar year 2009, permanent employees will receive 11 paid holidays. For UNC General Administration employees, the following holidays have been designated for observance:

2009 HOLIDAY SCHEDULE		
Holiday	Date(s)	Day(s)
New Year's Day	January 1 & 2, 2009	Thursday & Friday
Martin Luther King, Jr.'s Birthday	January 19, 2009	Monday
Spring Holiday (optional exchange 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 & 27, 2009	Thursday & Friday
Winter Holiday	December 24 & 25, 2009	Thursday & Friday

Note: The State-provided Veteran's Day Holiday for 2009 has been moved to January 2.

In 2009, you may elect to exchange the Spring Holiday, April 10, 2009, for any other eight-hour workday during the 2009 calendar year. This 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 2009 calendar year or you will not be paid for it.* You cannot carry forward an exchange day into the next calendar year. If you elect an exchange day and separate from service before the Spring Holiday occurs, you must repay to the institution the eight hours taken through deductions from your final paycheck. If you elect an exchange day in the 2009 calendar year following the Spring Holiday, but separate from service before taking the exchange day, you will be paid for the eight-hour holiday in your final paycheck.

Current State policy provides some flexibility for religious observance; however, the University is not obligated to make accommodation if, in accommodating the request, it

would result in undue hardship on the University or its employees. Religious holidays can be accommodated by the supervisor/manager (1) adjusting your work schedule to the extent that it does not significantly impact the rights of other employees, or (2) allowing you to exchange another holiday for the religious holiday in the same calendar year. Every effort should be made by the supervisor/manager to accommodate an exchange if the day you request is a religious observance. An exchange day must be taken during the 2009 calendar year and cannot be carried forward into the next calendar year. If the religious holiday cannot be accommodated by the above, then you may use vacation leave.

Supervisors and managers should consider the following factors in accommodating an exchange day for the flexible Spring Holiday and religious observance holidays:

- The accommodation creates no greater risk to the health and safety of the employee, fellow employees, or the general public;
- By accommodating the unscheduled holiday, expenses to the State will not increase;
- Meaningful work can be provided under the circumstances in which the employee will be working; and
- Supervision and building access can be provided if deemed necessary.

SPA Non-Exempt Employees: If you work on the scheduled holiday, record the hours worked, and see your TIM Administrator to have hours moved to “Holiday Exchanged”. When you take the exchange holiday, record the number of hours used in the “Amount” column, and add “Holiday Exchanged - Taken” in the Paycode column.

SPA Exempt/EPA Employees: If you work on the scheduled holiday, record the total number of hours worked, and see your TIM Administrator to have hours moved to “Holiday Exchanged”. When you take the exchange holiday, record the number of hours used in the “Amount” column, and add “Holiday Exchanged - Taken” in the Paycode column.

If you have questions about the 2009 Holiday Schedule, please contact the Human Resources Division at 962-4530.