



The University of North Carolina

GENERAL ADMINISTRATION

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Constituent Universities
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
at Wilmington

University of
North Carolina School
of the Arts

Western Carolina
University

Winston-Salem State
University

Constituent High School
North Carolina School
of Science and
Mathematics

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October 6, 2009

MEMORANDUM

TO: All Permanent Employees
FROM: Laurie Charest, Interim Vice President for Human Resources
SUBJECT: 2010 Holiday Schedule

In calendar year 2010, permanent employees will receive 11 paid holidays, plus the New Year's Holiday for 2011, which will be observed on Friday, December 31, 2010. (In calendar year 2011, permanent employees will receive only 10 holidays due to the shift of the 2011 New Year's Day holiday observance to December 31, 2010.) For UNC General Administration employees, the following holidays have been designated for observance:

2010 HOLIDAY SCHEDULE		
Holiday	Date(s)	Day(s)
New Year's Day	January 1, 2010	Friday
Martin Luther King, Jr.'s Birthday	January 18, 2010	Monday
Spring Holiday (optional exchange holiday)	April 2, 2010	Friday
Memorial Day	May 31, 2010	Monday
Independence Day	July 5, 2010	Monday
Labor Day	September 6, 2010	Monday
Thanksgiving	November 25 & 26, 2010	Thursday & Friday
Winter Holiday	December 24 & 27, 2010	Friday & Monday
Veteran's Day Observed	December 30, 2010	Thursday
New Year's Day (2011)	December 31, 2010	Friday

Note: For 2010, the State-provided Veteran's Day Holiday has been moved to December 30th.

In 2010, you may elect to exchange the Spring Holiday, April 2, 2010, for any other eight-hour workday during the 2010 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 2010 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 2010 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 2010 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 2010 Holiday Schedule, please contact the Human Resources Division at 962-4530.

2010 HOLIDAY SCHEDULE		
Holiday	Date(s)	Day(s)
New Year's Day	January 1, 2010	Friday
Martin Luther King, Jr.'s Birthday	January 18, 2010	Monday
Spring Holiday (optional exchange holiday)	April 2, 2010	Friday
Memorial Day	May 31, 2010	Monday
Independence Day	July 5, 2010	Monday
Labor Day	September 6, 2010	Monday
Thanksgiving	November 25 & 26, 2010	Thursday & Friday
Winter Holiday	December 24 & 27, 2010	Friday & Monday
Veteran's Day Observed*	December 30, 2010	Thursday
New Year's Day (2011)	December 31, 2010	Friday

2010 HOLIDAY SCHEDULE		
Special Schedule For UNC-TV Employees On Seven-Day Work Week		
Holiday	Date(s)	Day(s)
New Year's Day	January 1, 2010	Friday
Martin Luther King, Jr.'s Birthday	January 18, 2010	Monday
Spring Holiday (optional exchange holiday)	April 2, 2010	Friday
Memorial Day	May 31, 2010	Monday
Independence Day	July 4, 2010	Sunday
Labor Day	September 6, 2010	Monday
Thanksgiving	November 25 & 26, 2010	Thursday & Friday
Winter Holiday	December 24 & 25, 2010	Friday & Saturday
Veteran's Day Observed *	December 31, 2010	Friday

*For 2010, the State-provided Veteran's Day Holiday has been moved to December 30th.