

# 2021



# UNIVERSITY

This official holiday schedule, adopted by the State Human Resources Commission, has been modified to meet North Carolina Central University's academic calendar and institutional operations.

# HOLIDAY SCHEDULE

## HOLIDAY

## OBSERVANCE

**New Year's Day**

**January 1, 2021**

*(Friday)*

**Martin Luther King, Jr. Day**

**January 18**

*(Monday)*

**Good Friday/Spring Holiday\*\***

**April 2**

*(Friday)*

**Memorial Day**

**May 31**

*(Monday)*

**Independence Day**

**July 5**

*(Monday)*

**Labor Day**

**September 6**

*(Monday)*

**Thanksgiving**

**November 25 and 26**

*(Thursday and Friday)*

**Christmas\*\***

**December 23, 24, and 27**

*(Thursday, Friday, and Monday)*

**Veterans Day (Observance)**

**December 28**

*(Tuesday)*

**Winter Break\*\*\***

**December 29, 30, and 31**

*(Wednesday and Thursday)*

**New Year's Day**

**January 3, 2022**

*(Monday)*

### \*\*\* SCHEDULE REMINDERS \*\*\*

Leave earning employees are required to use leave during the winter break (December 29, 30, and 31, 2021). It is required that compensatory time is used prior to other leave first. If compensatory time is not available, the employee can use vacation or bonus leave to account for the absence. In some situations, operational needs may necessitate that employees' work during the winter break period. SHRA temporary employees will be paid for hours worked. For questions regarding this holiday schedule or leave accounting, please contact the Human Resources Consultant at 530-6108.

### \*\*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 employee religious practices and beliefs that do not coincide with the holidays provided via this schedule. As a result, University policy allows employees to observe major holidays that are relevant to their customs or religious beliefs. Employees with a desire for an exchange accommodation for a major holiday are required to submit a request to their supervisor for review and approval.