



UNIVERSITY OF NORTH CAROLINA WILMINGTON

NOVEMBER 9, 2015

MEMORANDUM

TO: All Faculty and Staff

FROM: Rosalynn Martin, Ed.D
Associate Vice Chancellor for Human Resources

SUBJECT: Holiday Schedule

[Please print and post this for individuals in your unit who do not have regular access to e-mail]

Winter break for UNCW employees officially begins on Thursday, December 24. The designated winter break holidays are December 24, 25, 28, 29 and January 1. December 30 and 31 are required vacation days for employees earning leave. Employees may use accrued vacation or bonus leave or earned compensatory leave to remain in a paid status for the required vacation days. The Office of State Human Resources requires that negative leave balances be deducted at the end of each calendar year. Employees with negative vacation and sick leave balances as of December 31, 2015 will have the hours deducted from pay in their February paycheck. However, with supervisory approval employees may incur negative earned leave hours (comp time) for the required vacation days and make up the time at a later date. Questions should be directed to your unit leave keepers.

Please refer to the HR website Holiday Schedule page at: <http://www.uncw.edu/hr/holiday-schedule.html> for information on “exchanging” holidays for religious observations. Questions for Human Resources should be directed to Pam Caulk at Caulkp@uncw.edu.

Have a safe and enjoyable holiday season!