



MEMORANDUM

TO: All Faculty and Staff

FROM: JoAnn McDowell
Interim Associate Vice Chancellor for Human Resources

SUBJECT: Holiday Schedules
Winter Break to include *January 2*

Winter break for UNCW employees officially begins on Wednesday, December 24. The designated holidays are December 24, 25, 26, 29 and January 1. December 30, 31, and January 2 are required vacation days for employees earning leave. *Please note the change that now includes January 2 as a required vacation day within winter break for this year.* 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, 2014 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!