

UNIVERSITY HOLIDAY/CLOSING FAQ

How many holidays are given to University employees each year?

- State employees receive 11 or 12 paid holidays each year depending on what day Christmas falls on. If Christmas is on Tuesday, Wednesday, or Thursday, employees are given three holidays (total of 12). If Christmas falls on a Sunday, Monday, Friday, or Saturday, two holidays are given (total of 11).

Why does the University schedule closing days in addition to holidays?

- The designation of closing days in addition to holidays in 2009 and 2010 allows the University to close for an extended period of time resulting in utility costs savings.

Will some departments be open on days that are designated as holidays and closings?

- Yes, some departments have essential work that must be done (related to animal care, research, safety, etc.). Employees who work in these areas should note that the university will be lowering thermostats in some buildings over the holiday/closing period and should dress accordingly.

What types of leave can employees use to cover the closing days?

- Employees can use annual leave, bonus leave, or accrued compensatory time to cover the closing day absences. Additional information on leave can be found at www7.acs.ncsu.edu/hr/hrim/leave.asp. The web leave system can be accessed at www7.acs.ncsu.edu/hr/hrim/webleave.asp.

What if employees do not have leave to cover these days?

- Employees must plan ahead in order to have the necessary leave days to cover the absence. Employees who are hired in time to earn leave for December 2009 will have one day of vacation to use to cover the closing. State policy requires leave to be balanced at the end of the calendar year so employees who do not have leave to cover the absence will have their pay reduced for the hours that are needed.

If employees want to work on days that the University is closed, can they do this instead of using their leave?

- The intent is for the University to be closed so it is not the employee's choice to work or not. Supervisors, however, can require employees to work to perform essential functions.

Can employees be required to work on holidays? Do they get extra pay?

- Yes, supervisors can require employees to work on holidays. If they do so, SPA employees are paid holiday premium pay (an additional 1/2 of their regular rate) as well as given hour for hour comp time up to 8 hours.

Can employees get additional pay for working on closings?

- No, however, these employees will retain the leave they would have had to use if they had not worked during the closing.

Example: Employee works 8 hours on December 29 that is designated as a holiday and 8 hours on December 30 that is designated as a closing. The employee would be paid holiday premium pay for the hours worked on December 29 and receive 8 hours of compensatory time. The employee would be paid regular pay for the hours worked on December 30 and does not use any leave for that day (no additional entry needed for payroll).

Who can provide additional information?

- Employment Services can be contacted at 515-2135.