



Greetings from Workforce Strategy, Equity and Engagement,

As a reminder, the University will be closed for Winter Break 2019 from Tuesday, Dec. 24, 2019 through Tuesday, Dec. 31, 2019. During this period, four days are designated as paid holidays, and two days — Monday and Tuesday, Dec. 30 and 31— are designated as University closed days on which employees must use leave.

Some departments have essential work that must be done (related to research, healthcare, safety, etc.) and designated employees report to work regardless of state, federal, or University holidays. SHRA non-exempt employees who work on designated holidays must be paid holiday premium pay, in addition to hour for hour compensatory time up to eight hours daily. State guidelines do not permit the University to pay premium holiday pay for the University closed day during Winter Break.

Employees may use annual leave, bonus leave, or accrued compensatory time to cover the University closed day absences on Dec. 30 and 31. Employees may also use Community Service Leave (CSL) under the following conditions:

- 1) The request to use CSL is made in advance and receives supervisory approval
- 2) The activity meets the requirements defined in the CSL policy

To determine if activities meet the requirements of CSL, please review the [CSL policy](#) and the [Community Service Leave: Guidelines for Determining Eligibility](#).

As a reminder, employees hired between Dec. 1–12 should accrue leave for the month of December and may use vacation leave to cover the University closed day on Dec. 30. Employees who do not have sufficient leave to cover one or both University closed days will not be paid for the University closed day(s).

- [View the full holiday schedules for 2019 and 2020](#)
- [View the University Closed Day FAQs document](#)

If you have any questions about the holiday schedule, please contact the Office of Human Resources Benefits & Leave Administration at 919-962-3071 or [benefits@unc.edu](mailto:benefits@unc.edu).

Best,

Linc Butler  
Associate Vice Chancellor for Human Resources  
The University of North Carolina at Chapel Hill

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