

**NORTH CAROLINA A& STATE UNIVERSITY  
2023 HOLIDAY SCHEDULE**

HOLIDAY	2023	USE OF PAY
New Year's Day	Monday, January 2	Paid Holiday
<b>2023 UNIVERSITY OPENS</b>	Wednesday, January 3	Regular Schedule
MLK Jr. Day	Monday, January 16	Paid Holiday
Spring Holiday	Friday, April 7	Paid Holiday
Memorial Day	Monday, May 29	Paid Holiday
Independence Day	Tuesday, July 4	Paid Holiday
Labor Day	Monday, September 4	Paid Holiday
Thanksgiving	Thursday, November 23	Paid Holiday
Day After Thanksgiving	Friday, November 24	Paid Holiday
Winter Break <i>(Required – Veterans Day Observed)</i>	Friday, December 22	Paid Holiday
Winter Break	Monday, December 25	Paid Holiday
Winter Break	Tuesday, December 26	Paid Holiday
Winter Break	Wednesday, December 27	Paid Holiday
<b>University Closed Optional Work Day</b>	Thursday, December 28	Optional Work Day OR Employees Use 8hrs of Personal Leave
NCA&T employees who wish to work on these days must coordinate with and receive prior approval from their supervisor to do so. For those who receive approval to work, please note that campus services will in general be operating at normal holiday closure levels.	Friday, December 29	Optional Work Day OR Employees Use 8hrs of Personal Leave
<b>New Year's Day 2024</b>	Monday, January 1, 2024	Paid Holiday 2024
<b>2024 University OPENS</b>	Tuesday, January 2, 2024	Regular Schedule

**University Closed:** Optional Work Days are an alternative to using the required personal leave during the university closure. Employee may request to work on December 28, 2023 and December 29, 2023 (University Closed days) instead of using personal leave. NCA&T employees who request to work on these days **must coordinate with and receive prior approval from their supervisor** to do so. For those who receive approval to work, please note that campus services will in general be operating at normal holiday closure levels. Employees who use 8 hours of annual leave, bonus leave, special bonus leave, or comp time for each University Closed day must report through the Leave Reporting portal in Self-Service Banner pay. It is required that compensatory time is used prior to other leave first. If leave is not available for use, it will be reduced for overdrawn leave.

In order that supervisors may govern their units accordingly, the university policy on pay for holidays, overtime pay, compensatory time, and shift premium pay can be found online in the [University Employee Handbook](#).

For questions regarding the 2023 holiday calendar, leave, and benefits, please contact the DHR Benefits Team at hr.benefits@ncat.edu. For general HR questions please contact the Division of Human Resources at 336-334-7862 or hr@ncat.edu.

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