



MEMORANDUM

TO: North Carolina A&T Administrators, Faculty, Staff & Temporary Employees
FROM: Dr. Veronica Sills, Associate Vice Chancellor and Chief Human Resources Officer
DATE: Wednesday, December 6, 2023
SUBJECT: 2024 & 2025 Holiday Calendars and Payroll Schedules

Human Resources is pleased to present the following updated schedules and calendars for 2024 & 2025:

- 2024 & 2025 University Holiday Schedule
- Aggie Academy Academic & Holiday Calendar
- Payroll Calendars for Bi-Weekly Hourly Student & Temporary Employees, SHRA Non-Exempt Employees & Monthly Leave Reporting Employees – inclusive of the NEO Schedule)

This year's winter break begins on Friday, December 22, 2023, and the university re-opens on Tuesday, January 2, 2024. Our university holiday schedules provide 12 paid holidays for eligible employees and 2-3 additional days in which the university is closed. During the university's winter closure, employees will be required to use 8 hours of annual leave for each date as noted below:

2023	2024	2025
Thursday, December 28 Friday, December 29	Friday, December 27 Monday, December 30 Tuesday, December 31	Monday, December 29 Tuesday, December 30 Wednesday, December 31
<i>Employees are required to use 8 hours of vacation, bonus leave, special bonus leave, personal observance leave, or comp time for each date.</i>		

The university will continue to offer Optional Work Days as an alternative to using the required leave during the university closure dates. 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.

Beginning in 2024, Juneteenth (June 19) will be added to the holiday calendar replacing one of the paid winter break dates. Also, the addition of our Aggie Academy staff and scholars have resulted in a separate holiday schedule that aligns with a traditional K-12 academic year. Only Aggie Academy staff should follow this custom academic and holiday calendar.

Finally, New Employee Orientation (NEO) will continue to occur virtually for all new hires. The first NEO for 2024 is scheduled for Monday, January 8. NEO is an opportunity for new hires to become familiar with the university, complete all onboarding forms, and ensure initial benefits enrollment occurs within the first 30 days of employment.

All calendars and schedules are updated on the [DHR calendar website](#) in the Aggie Hub.

- For questions regarding the 2024 payroll schedule, please contact the University Payroll Office at 336-334-7888 or payroll@ncat.edu.
- For questions regarding holidays, leave and benefits, please visit our [HR Benefits website](#) or contact the DHR Benefits Team at hr.benefits@ncat.edu.
- For questions regarding the orientation schedule or general HR questions, please contact the Division of Human Resources at 336-334-7862 or hr@ncat.edu.

Thank you for all you do for the university. We wish you a safe and restful winter break. Aggie Pride!