

## Western Carolina University 2022, 2023, & 2024 Holiday Schedule

The State Human Resources Commission permits educational institutions to adopt a holiday schedule that differs from the state-wide schedule in order to meet operational needs of the campuses. Institutions may not grant additional paid holidays beyond the 12 days authorized by the General Assembly. The 2022, 2023, & 2024 holiday schedule for Western Carolina University will be as follows:

Holiday	2022	2023	2024
New Year's Day	Monday, January 3 <sup>rd</sup>	Monday, January 2 <sup>nd</sup>	Monday, January 1 <sup>st</sup>
Martin Luther King, Jr.' s Birthday	Monday, January 17 <sup>th</sup>	Monday, January 16 <sup>th</sup>	Monday, January 15 <sup>th</sup>
Good Friday	Friday, April 15 <sup>th</sup>	Friday, April 7 <sup>th</sup>	Friday, March 29 <sup>th</sup>
Independence Day	Monday, July 4 <sup>th</sup>	Tuesday, July 4 <sup>th</sup>	Thursday, July 4 <sup>th</sup>
Labor Day	Monday, September 5 <sup>th</sup>	Monday, September 4 <sup>th</sup>	Monday, September 2 <sup>nd</sup>
Thanksgiving	Thursday – Friday November 24 <sup>th</sup> – 25 <sup>th</sup>	Thursday – Friday November 23 <sup>rd</sup> – 24 <sup>th</sup>	Thursday – Friday November 28 <sup>th</sup> – 29 <sup>th</sup>
EXTENDED WINTER CLOSING	Monday – Monday, December 26 <sup>th</sup> – January 2 <sup>nd</sup> (2023)*	Monday – Monday, December 25 <sup>th</sup> – January 1 <sup>st</sup> (2024)*	Monday – Wednesday, December 23 <sup>rd</sup> – January 1 <sup>st</sup> (2025)*

\*The holidays at Christmas are obtained by combining the Memorial Day and Veterans' Day holidays with the three holidays given for Christmas. For 2022 and 2023, no additional leave days will be required. To allow for an extended winter closing in 2024, the University will remain closed two additional days on Monday, December 30<sup>th</sup> and Tuesday, December 31<sup>st</sup>, 2024. FLSA exempt leave earning employees may account for time on these dates by charging the hours to vacation or bonus leave or leave without pay. FLSA non-exempt employees may charge the hours to vacation or bonus leave or compensatory time if eligible. The Smart Time cascading program will adjust leave based on current program rules. As always, compensatory time is charged before personal leave accounts.

This schedule will enable the University to lower building temperatures during the closing and, thereby, achieve significant energy savings. Building temperatures, except in areas where research or other essential operations require exceptions, will be lowered to approximately 55 degrees during the period the University is closed. Requests for exceptions to this temperature level should be directed to Mr. Joe Walker, Associate Vice Chancellor for Facilities Management, at 227-7441.

Permanent and probationary SHRA, FLSA non-exempt employees who are required to work on a designated University holiday will be paid straight time plus holiday premium pay equal to one-half of their regular straight-time hourly rate for the hours worked on these holidays. In addition, they will be given compensatory time off equal to the holiday hours worked. Hourly employees and those on temporary staff appointments receive straight-time pay plus a premium of one-half straight-time pay for work on designated University holidays, but they are not given compensatory time off.

Questions concerning the 2022-2024 University Holiday Schedules may be directed to the Office of Human Resources and Payroll at 227-7218.

Approved December 7, 2021