

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
ATTENDANCE AND LEAVE MANUAL
TRANSMITTAL MEMORANDUM NO. 49**

Appendix B

June 2023

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TO: Manual Recipients
FROM: Jessica Rowe, Director Staffing Services Division
SUBJECT: Attendance and Leave Manual Appendix B

This memorandum transmits the material listed below for insertion in your copy of the Attendance and Leave Manual.

		<u>Section</u>	<u>Pages</u>	<u>Date</u>
(1)	Introduction	Appendix B	1-2	June 2023
(2)	2024 Calendar of Legal Holidays and Days of Religious Significance	Appendix B	3-6	June 2023

The following material should be retained until July 30, 2025, and then removed from your copy of the Manual and destroyed.

		<u>Section</u>	<u>Pages</u>	<u>Date</u>
(1)	Introduction	Appendix B	1-2	July 2022
(2)	2023 Calendar of Legal Holidays and Days of Religious Significance	Appendix B	3-6	July 2022

Attachment

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2024 Calendar of Legal Holidays and Days of Religious Significance

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Introduction

The New York State General Construction Law establishes the days or dates on which legal holidays are observed in New York State. Under this law, holidays other than Flag Day which fall on a Sunday are observed on the following Monday. The Attendance Rules and negotiated agreements identify which of these legal holidays are observed as paid holidays by New York State as an employer. This calendar does not modify negotiated agreements or Attendance Rules items on the subject of holidays. (See Section 21.1, Holidays, in this Manual.)

Information concerning the days of religious significance was obtained from official religious sources. Since it is not possible to include in this calendar the days of religious significance of every faith, agencies with questions about other religious observances should call the Attendance and Leave Unit of this Department at (518) 457-2295.

The calendar is intended as a guide, since special and local conditions may cause variation from official practice. It is impossible here to note every observance, such as an individual saint's day, which ordinarily would not require absence from work.

The following further explains days of religious significance and the calendar notations:

1. An asterisk (*) indicates a day of required religious observance. The letters before an asterisk indicate the faiths for which the day is a day of required religious observance. The abbreviations used correspond to the following denominations or sub denominations:

EO	-	Eastern Orthodox
P	-	Protestant
RC	-	Roman Catholic
OJ	-	Orthodox Jew
CJ	-	Conservative Jew
RJ	-	Reform Jew
M	-	Muslim

2. All days of religious significance for the Jewish faith begin at sundown on the evening before the date given.
3. The Orthodox Jewish faith requires its members to observe each Saturday as the Sabbath. Its members are not permitted to travel by car or common carrier after sundown on Friday evening.

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4. Reform Jews observe one day of required religious observance at the beginning and end of holy days rather than the two days Conservative and Orthodox Jews observe.
5. The Roman Catholic Church requires its members to attend Mass every Sunday and on days of required religious observance. In some areas, this obligation may be fulfilled by attending Mass after 4 p.m. on the preceding day. In some communities, the Solemnity of the Mother of God (January 1), the Assumption (August 15), and All Saints Day (November 1) are not considered to be days of required religious observance if they fall on a Saturday or a Monday.
6. The Eastern Orthodox Church requires its members to attend Divine Liturgy on Sundays and on days of required religious observance.
7. Some Eastern Orthodox churches, including many Russian Orthodox parishes, follow the Julian rather than the Gregorian calendar. For this reason, they celebrate certain days of religious significance 13 days later than the dates listed by the Eastern Orthodox Church.
8. Members of the Islamic faith observe Fridays as their major day of worship. The fast of Ramadan begins at sundown on the evening before the date given; there is no prohibition on working during Ramadan. The two days of required religious observance are Eid-ul-Fitr (Festival of Fast breaking) and Eid-ul-Adha (Festival of Sacrifice). Members of the Islamic faith are prohibited from working on those two days. All of the dates of Islamic observance are tentative because they are based on sightings of the moon. Those wishing to confirm the exact dates should call the Attendance and Leave Unit no more than 30 days before the date listed on the calendar.

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MONTH	DATE	DAY	LEGAL HOLIDAYS	DAYS OF RELIGIOUS SIGNIFICANCE
JANUARY	1	Monday	New Year's Day	Feast of the Circumcision (EO) Solemnity of the Mother of God (RC*)
	6	Saturday		Feast of the Epiphany (P) (EO*)
	7	Sunday		Feast of the Epiphany (RC)
	15	Monday	Dr. Martin Luther King, Jr. Day	
	18-25	Thursday – Thursday		Week of Prayer for Christian Unity (P) (RC)
	25	Thursday		Tu Bi Shevat (OJ, CJ, RJ)
FEBRUARY	2	Friday		The Presentation of Christ (EO*)
	12	Monday	Lincoln's Birthday ¹	
	14	Wednesday		Ash Wednesday (RC) (P)
	18	Sunday		First Sunday of Lent (P)
	19	Monday	Washington's Birthday (Observed)	
MARCH	1	Friday		World Day of Prayer (P)
	9	Saturday		Saturday of Souls (EO)
	11	Monday		First Day of Ramadan (M) ²
	16	Saturday		Saturday of Souls (EO)
	21	Thursday		Fast of Esther (OJ, CJ, RJ)
	23	Saturday		Saturday of Souls (EO)
	24	Sunday		Palm Sunday (RC) (P) Purim (OJ, CJ, RJ) Sunday of Orthodoxy (EO)
	25	Monday		The Annunciation (EO*)
	28	Thursday		Holy Thursday (RC) Maundy Thursday (P)
	29	Friday		Good Friday (RC) (P)
31	Sunday		Easter Sunday (RC) (P)	

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APRIL	9	Tuesday		Eid-al-Fitr (Festival of Fast breaking) (M*)
	22	Monday		First Passover Seder (OJ*, CJ*, RJ*)
	23	Tuesday		Passover (OJ*, CJ*, RJ*)
	24	Wednesday		Passover (OJ*, CJ*, RJ)
	25-28	Thursday-Sunday		Intermediate Days of Passover (OJ, CJ, RJ)
	28	Sunday		Palm Sunday (EO*)
	29	Monday		Passover (OJ*, CJ*, RJ*)
	30	Tuesday		Passover (OJ*, CJ*)
MAY	2	Thursday		Holy Thursday (EO*)
	3	Friday		Good Friday (EO*) May Friendship Day (P)
	4	Saturday		Holy Saturday (EO)
	5	Sunday		Easter Sunday (EO)
	6	Monday		The Feast of St. George (EO) Yom HaShoah (Holocaust Memorial Day)
	9	Thursday		Ascension Thursday (RC*) (P)
	10	Friday		The Feast of the Life-Giving Fountain (EO)
	13	Monday		Yom HaZikaron (Day of Remembrance)
	14	Tuesday		Yom HaAtzmaut (Israel Independence Day)
	19	Sunday		Pentecost (RC) (P)
	21	Tuesday		The Feast of Sts. Constantine and Helen (EO)
	26	Sunday		Lag Ba Omer (OJ, CJ, RJ)
27	Monday	Memorial Day		
JUNE	2	Sunday		Corpus Christi (RC) (observed in NY Dioceses)
	5	Wednesday		Yom Yerushalayim (Jerusalem Day)
	12	Wednesday		Shavuot (OJ*, CJ*, RJ*)
	13	Thursday		Ascension Thursday (EO*) Shavuot (OJ*, CJ*)

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JUNE	14	Friday	Flag Day ³	
	16	Sunday		Eid-ul-Adha (Festival of Sacrifice) (M*)
	19	Wednesday	Juneteenth	
	22	Saturday		Saturday of Souls (EO)
	23	Sunday		Pentecost (EO*)
	24	Monday		The Feast of the Holy Spirit (EO)
	29	Saturday		Feast of Sts. Peter and Paul (EO)
JULY	4	Thursday	Independence Day	
	23	Tuesday		Fast of the 17th Tammuz (OJ, CJ, RJ)
AUGUST	6	Tuesday		The Transfiguration of Jesus Christ (EO*)
	13	Tuesday		Fast of the 9th of Av (OJ, CJ, RJ)
	15	Thursday		The Assumption (RC*) The Repose of the Blessed Mother (EO)
SEPTEMBER	2	Monday	Labor Day	
	8	Sunday		Nativity of Theotokos (EO)
	14	Saturday		The Elevation of the Holy Cross (EO*)
OCTOBER	3	Thursday		Rosh Hashanah (OJ*, CJ*, RJ*)
	4	Friday		Rosh Hashanah (OJ*, CJ*, RJ)
	6	Sunday		Fast of the Gedalia (OJ, CJ, RJ) World Communion Sunday (P)
	11	Friday		Kol Nidrei (OJ*, CJ*, RJ*)
	12	Saturday		Yom Kippur (OJ*, CJ*, RJ*)
	14	Monday	Columbus Day	
	17	Thursday		Sukkot (OJ*, CJ*, RJ*)
	18	Friday		Sukkot (OJ*, CJ*)
	19-23	Saturday-Wednesday		Intermediate Days of Sukkot (OJ, CJ, RJ)
	24	Thursday		Shemini Atzeret (OJ*, CJ*, RJ*)
25	Friday		Simchat Torah (OJ*, CJ*)	

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OCTOBER	26	Saturday		Feast of St. Demetrios (EO)
	31	Thursday		Reformation Day (P)
NOVEMBER	1	Friday		All Saints Day (RC*) (P) World Community Day (P)
	2	Saturday		All Souls Day (RC)
	5	Tuesday	Election Day	
	11	Monday	Veterans' Day	
	21	Thursday		Presentation of the Virgin Mary (EO)
	28	Thursday	Thanksgiving	Thanksgiving Day (P)
DECEMBER	1	Sunday		First Sunday of Advent (P)
	6	Friday		Feast of St. Nicholas (EO)
	9	Monday		Feast of the Immaculate Conception (RC*)
	25	Wednesday	Christmas Day	Feast of the Nativity of the Lord (RC*) Feast of the Nativity (EO*) Christmas Day (P)
	26	Thursday		First Day of Kwanzaa ⁴
	26 - 1/2/25	Thursday – Thursday		Chanukah (OJ, CJ, RJ)
	27	Friday		Feast of St. Stephen (EO)

1. Lincoln's Birthday is designated as a Floating Holiday.
2. The observance of Ramadan is anticipated to begin on March 11, 2024. See introduction, Note 8.
3. Flag Day is not a paid holiday for State employees.
4. Kwanzaa ends on January 1, 2025.