

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
ATTENDANCE AND LEAVE MANUAL
TRANSMITTAL MEMORANDUM NO. 36**

Appendix B

November 2011

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TO: Manual Recipients
FROM: Blaine Ryan-Lynch, Director of Staffing Services
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	November 2011
(2)	2012 Calendar of Legal Holidays and Days of Religious Significance	Appendix B	3-6	November 2011

The following material should be retained until April 1, 2013, 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	April 2010
(2)	2011 Calendar of Legal Holidays and Days of Religious Significance	Appendix B	3-6	April 2010

Attachment

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
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2012 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 subdenominations:

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 Fastbreaking) 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	Sunday	New Year's Day ¹	Solemnity of the Mother of God (RC*) Feast of the Circumcision (EO*)
	2	Monday	New Year's Day (Observed)	
	6	Friday		Feast of the Epiphany (EO*) (P)
	8	Sunday		Feast of the Epiphany (RC)
	16	Monday	Dr. Martin Luther King, Jr. Day	
	18 to 25	Wednesday to Wednesday		Week of Prayer for Christian Unity (P) (RC)
FEBRUARY	2	Thursday		The Presentation of Christ (EO*)
	8	Wednesday		Tu Bi Shevat (OJ, CJ, RJ)
	12	Sunday	Lincoln's Birthday ¹	
	13	Monday	Lincoln's Birthday (Observed)	
	18	Saturday		Saturday of Souls (EO)
	20	Monday	Washington's Birthday (Observed)	
	22	Wednesday		Ash Wednesday (P) (RC)
	25	Saturday		Saturday of Souls (EO)
	26	Sunday		First Sunday of Lent (P)
MARCH	2	Friday		World Day of Prayer (P)
	3	Saturday		Saturday of Souls (EO)
	4	Sunday		Sunday of Orthodoxy (EO)
	7	Wednesday		Fast of Esther (OJ, CJ, RJ)
	8	Thursday		Purim (OJ, CJ, RJ)
	25	Sunday		The Annunciation (EO*)
APRIL	1	Sunday		Palm Sunday (P) (RC)
	5	Thursday		Holy Thursday (RC) Maundy Thursday (P)
	6	Friday		Good Friday (P) (RC) First Passover Seder (OJ*, CJ*,RJ*)

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APRIL	7	Saturday		Holy Saturday (RC) Passover (OJ*, CJ*, RJ*)
	8	Sunday		Easter Sunday (P) (RC) Passover (OJ*, CJ*, RJ) Palm Sunday (EO*)
	9 to 12	Monday to Thursday		Intermediate Days of Passover (OJ, CJ, RJ)
	12	Thursday		Holy Thursday (EO*)
	13	Friday		Good Friday (EO*) Passover (OJ*, CJ*, RJ*)
	14	Saturday		Holy Saturday (EO*) Passover (OJ*, CJ*)
	15	Sunday		Easter Sunday (EO*)
	19	Thursday		Yom Hashoah (Holocaust Memorial Day)
	20	Friday		The Feast of the Lifegiving Fountain (EO)
	23	Monday		The Feast of Saint George (EO)
	25	Wednesday		Yom Hazikaron (Day of Remembrance)
	26	Thursday		Yom Haatzmaut (Israel Independence Day)
MAY	4	Friday		May Friendship Day (P)
	10	Thursday		Lag Ba Omer (OJ, CJ, RJ)
	17	Thursday		Ascension Thursday (P) (RC*)
	20	Sunday		Yom Yerushalayim (Jerusalem Day)
	21	Monday		Feast of Sts. Constantine and Helen (EO)
	24	Thursday		Ascension Thursday (EO*)
	27	Sunday		Shavuot (OJ*, CJ*, RJ*) Pentecost (P) (RC)
	28	Monday	Memorial Day	Shavuot (OJ*, CJ*)
JUNE	2	Saturday		Saturday of Souls (EO)
	3	Sunday		Trinity Sunday (RC) Pentecost (EO*)
	4	Monday		The Feast of the Holy Spirit (EO)

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JUNE	10	Sunday	Flag Day ²	All Saints Day (EO) Corpus Christi (RC)
	29	Friday		Feast of Sts. Peter and Paul (EO)
JULY	4	Wednesday	Independence Day	
	8	Sunday		Fast of the 17 th of Tammuz (OJ, CJ, RJ)
	20	Friday		First Day of Ramadan (M) ³
	29	Sunday		Fast of the 9 th of AV (OJ, CJ, RJ)
AUGUST	6	Monday		The Transfiguration of Jesus Christ (EO*)
	15	Wednesday		The Assumption (RC*) The Repose of the Blessed Mother (EO*)
	19	Sunday		Eid-ul-Fitr (Festival of Fastbreaking) (M*)
SEPTEMBER	3	Monday	Labor Day	
	8	Saturday		Nativity of the Theotokos (EO)
	14	Friday		The Elevation of the Holy Cross (EO*)
	17	Monday		Rosh Hashanah (OJ*, CJ*, RJ*)
	18	Tuesday		Rosh Hashanah (OJ*, CJ*, RJ)
	25	Tuesday		Kol Nidrei (OJ*, CJ*, RJ*)
	26	Wednesday		Yom Kippur (OJ*, CJ*, RJ*)
OCTOBER	1	Monday		Sukkot (OJ*, CJ*, RJ*)
	2	Tuesday		Sukkot (OJ*, CJ*)
	3 to 7	Wednesday to Sunday		Intermediate Days of Sukkot (OJ, CJ, RJ)
	7	Sunday		World Communion Sunday (P)
	8	Monday	Columbus Day	Shemini Atzeret (OJ*, CJ*, RJ*)
	9	Tuesday		Simchat Torah (OJ*, CJ*)
	26	Friday		Feast of St. Demetrios (EO) Eid-ul-Adha (Festival of Sacrifice) (M*)
	31	Wednesday		Reformation Day (P)
NOVEMBER	1	Thursday		All Saints Day (P) (RC*)

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MONTH	DATE	DAY	LEGAL HOLIDAYS	DAYS OF RELIGIOUS SIGNIFICANCE
NOVEMBER	2	Friday		All Souls Day (RC) World Community Day (P)
	6	Tuesday	Election Day	
	11	Sunday	Veterans' Day ¹	
	12	Monday	Veterans' Day (Observed)	
	21	Wednesday		Presentation of the Virgin Mary (EO*)
	22	Thursday	Thanksgiving Day	Thanksgiving Day (P)
DECEMBER	2	Sunday		First Sunday of Advent (P)
	6	Thursday		Feast of St. Nicholas (EO)
	8	Saturday		The Immaculate Conception (RC*)
	9 to 16	Sunday to Sunday		Chanukah (OJ, CJ, RJ)
	25	Tuesday	Christmas Day	Christmas Day (P) Feast of the Nativity (EO*) (RC*)
	26	Wednesday		First Day of Kwanzaa ⁴
	27	Thursday		Feast of St. Stephen (EO)

¹ Under the Attendance Rules, when a holiday falls on a Sunday, it is observed on the following Monday.

² Flag Day, the second Sunday in June, is not observed on the following Monday, and is not a paid holiday for State employees

³ The observance of Ramadan is anticipated to begin on July 20, 2012. See introduction, Note 8.

⁴ Kwanzaa actually ends on January 1, 2013.