

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE  
ATTENDANCE AND LEAVE MANUAL  
TRANSMITTAL MEMORANDUM NO. 37**

Appendix B

June 2012

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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	June 2012
(2)	2013 Calendar of Legal Holidays and Days of Religious Significance	Appendix B	3-6	June 2012

The following material should be retained until June 12, 2014, 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	November 2011
(2)	2012 Calendar of Legal Holidays and Days of Religious Significance	Appendix B	3-6	November 2011

Attachment

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**2013 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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<b>MONTH</b>	<b>DATE</b>	<b>DAY</b>	<b>LEGAL HOLIDAYS</b>	<b>DAYS OF RELIGIOUS SIGNIFICANCE</b>
<b>JANUARY</b>	1	Tuesday	New Year's Day	Solemnity of the Mother of God (RC*) Feast of the Circumcision (EO*)
	6	Sunday		Feast of the Epiphany (EO*) (P) (RC)
	18 to 25	Friday to Friday		Week of Prayer for Christian Unity (P) (RC)
	21	Monday	Dr. Martin Luther King, Jr. Day	
	26	Saturday		Tu Bi Shevat (OJ, CJ, RJ)
<b>FEBRUARY</b>	2	Saturday		The Presentation of Christ (EO*)
	12	Tuesday	Lincoln's Birthday <sup>1</sup>	
	13	Wednesday		Ash Wednesday (P) (RC)
	17	Sunday		First Sunday of Lent (P)
	18	Monday	Washington's Birthday (Observed)	
	21	Thursday		Fast of Esther (OJ, CJ, RJ)
<b>MARCH</b>	24	Sunday		Purim (OJ, CJ, RJ)
	1	Friday		World Day of Prayer (P)
	9	Saturday		Saturday of Souls (EO)
	16	Saturday		Saturday of Souls (EO)
	23	Saturday		Saturday of Souls (EO)
	24	Sunday		Palm Sunday (P) (RC) Sunday of Orthodoxy (EO)
	25	Monday		The Annunciation (EO*) First Passover Seder (OJ*, CJ*, RJ*)
	26	Tuesday		Passover (OJ*, CJ*, RJ*)
	27	Wednesday		Passover (OJ*, CJ*, RJ)
	28	Thursday		Holy Thursday (RC) Maundy Thursday (P)
	28 to 31	Thursday to Sunday		Intermediate Days of Passover (OJ, CJ, RJ)
29	Friday		Good Friday (P) (RC)	

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<b>MARCH</b>	30	Saturday		Holy Saturday (RC)
	31	Sunday		Easter Sunday (P) (RC)
<b>APRIL</b>	1	Monday		Passover (OJ*, CJ*, RJ*)
	2	Tuesday		Passover (OJ*, CJ*)
	8	Monday		Yom Hashoah (Holocaust Memorial Day)
	15	Monday		Yom Hazikaron (Day of Remembrance)
	16	Tuesday		Yom Haatzmaut (Israel Independence Day)
	28	Sunday		Palm Sunday (EO*) Lag Ba Omer (OJ, CJ, RJ)
<b>MAY</b>	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 Saint George (EO)
	8	Wednesday		Yom Yerushalayim (Jerusalem Day)
	9	Thursday		Ascension Thursday (P) (RC*)
	10	Friday		The Feast of the Lifegiving Fountain (EO)
	15	Wednesday		Shavuot (OJ*, CJ*, RJ*)
	16	Thursday		Shavuot (OJ*, CJ*)
	19	Sunday		Pentecost (P) (RC)
	21	Tuesday		Feast of Sts. Constantine and Helen (EO)
	26	Sunday		Trinity Sunday (RC)
27	Monday	Memorial Day		
<b>JUNE</b>	2	Sunday		Corpus Christi (RC)
	9	Sunday	Flag Day <sup>2</sup>	
	13	Thursday		Ascension Thursday (EO*)
	22	Saturday		Saturday of Souls (EO)
	23	Sunday		Pentecost (EO*)
	24	Monday		The Feast of the Holy Spirit (EO)

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

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<b>NOVEMBER</b>	1	Friday		All Saints Day (P) (RC*) 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 Day	Thanksgiving Day (P)
	11/28 to 12/5	Thursday to Thursday		Chanukah (OJ, CJ, RJ)
<b>DECEMBER</b>	1	Sunday		First Sunday of Advent (P)
	6	Friday		Feast of St. Nicholas (EO)
	9	Monday		The Immaculate Conception (RC)
	25	Wednesday	Christmas Day	Christmas Day (P) Feast of the Nativity (EO*) (RC*)
	26	Thursday		First Day of Kwanzaa <sup>4</sup>
	27	Friday		Feast of St. Stephen (EO)

<sup>1</sup> The State has designated Lincoln's Birthday as a floating holiday in 2013 for State employees in certain bargaining units.

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

<sup>3</sup> The observance of Ramadan is anticipated to begin on July 9, 2013. See introduction, Note 8.

<sup>4</sup> Kwanzaa actually ends on January 1, 2014.