

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
ATTENDANCE AND LEAVE MANUAL
TRANSMITTAL MEMORANDUM NO. 41**

Appendix B

June 2015

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TO: Manual Recipients
FROM: Scott DeFruscio, 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 2015
(2)	2016 Calendar of Legal Holidays and Days of Religious Significance	Appendix B	3-6	June 2015

The following material should be retained until June 8, 2017, 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 2014
(2)	2015 Calendar of Legal Holidays and Days of Religious Significance	Appendix B	3-6	July 2014

Attachment

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
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2016 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	Friday	New Year's Day	Solemnity of the Mother of God (RC*) Feast of the Circumcision (EO*)
	6	Wednesday		Feast of the Epiphany (EO*) (P) (RC)
	18	Monday	Dr. Martin Luther King, Jr. Day	
	18 to 25	Monday to Monday		Week of Prayer for Christian Unity (P) (RC)
	25	Monday		Tu Bi Shevat (OJ, CJ, RJ)
FEBRUARY	2	Tuesday		The Presentation of Christ (EO*) Presentation of the Virgin Mary (EO*)
	10	Wednesday		Ash Wednesday (P) (RC)
	12	Friday	Lincoln's Birthday ¹	
	14	Sunday		First Sunday of Lent (P)
	15	Monday	Washington's Birthday (Observed)	
MARCH	4	Friday		World Day of Prayer (P)
	5	Saturday		Saturday of Souls (EO)
	12	Saturday		Saturday of Souls (EO)
	19	Saturday		Saturday of Souls (EO)
	20	Sunday		Palm Sunday (P) (RC) Sunday of Orthodoxy (EO)
	23	Wednesday		Fast of Esther (OJ, CJ, RJ)
	24	Thursday		Holy Thursday (RC) Maundy Thursday (P) Purim (OJ, CJ, RJ)
	25	Friday		The Annunciation (EO*) Good Friday (P) (RC)
	27	Sunday		Easter Sunday (P) (RC)
APRIL	22	Friday		First Passover Seder (OJ*, CJ*, RJ*)
	23	Saturday		Passover (OJ*, CJ*, RJ*)
	24	Sunday		Palm Sunday (EO*) Passover (OJ*, CJ*, RJ)

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APRIL	25 to 28	Monday to Thursday		Intermediate Days of Passover (OJ, CJ, RJ)
	28	Thursday		Holy Thursday (EO*)
	29	Friday		Good Friday (EO*) Passover (OJ*, CJ*, RJ*)
	30	Saturday		Holy Saturday (EO*) Passover (OJ*, CJ*)
MAY	1	Sunday		Easter Sunday (EO*)
	2	Monday		The Feast of Saint George (EO)
	5	Thursday		Ascension Thursday (P) (RC*) May Friendship Day (P) Yom Hashoah (Holocaust Memorial Day)
	6	Friday		The Feast of the Lifegiving Fountain (EO)
	11	Wednesday		Yom Hazikaron (Day of Remembrance)
	12	Thursday		Yom Haatzmaut (Israel Independence Day)
	15	Sunday		Pentecost (P) (RC)
	21	Saturday		Feast of Sts. Constantine and Helen (EO)
	26	Thursday		Lag Ba Omer (OJ, CJ, RJ)
	29	Sunday		Corpus Christi (RC)
	30	Monday	Memorial Day	
JUNE	5	Sunday		Yom Yerushalayim (Jerusalem Day)
	6	Monday		First Day of Ramadan (M) ²
	9	Thursday		Ascension Thursday (EO*)
	12	Sunday	Flag Day ³	Shavuot (OJ*, CJ*, RJ*)
	13	Monday		Shavuot (OJ*, CJ*)
	18	Saturday		Saturday of Souls (EO)
	19	Sunday		Pentecost (EO*)
	20	Monday		The Feast of the Holy Spirit (EO)
26	Sunday		All Saints Day (EO)	

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JUNE	29	Wednesday		Feast of Sts. Peter and Paul (EO)
JULY	4	Monday	Independence Day	
	6	Wednesday		Eid-ul-Fitr (Festival of Fastbreaking) (M*)
	24	Sunday		The Fast of Tammuz (OJ, CJ, RJ)
AUGUST	6	Saturday		The Transfiguration of Jesus Christ (EO*)
	14	Sunday		Fast of AV (OJ, CJ, RJ)
	15	Monday		The Assumption (RC) The Repose of the Blessed Mother (EO*)
SEPTEMBER	5	Monday	Labor Day	
	11	Sunday		Eid-ul-Adha (Festival of Sacrifice) (M*)
	14	Wednesday		The Elevation of the Holy Cross (EO*)
OCTOBER	2	Sunday		World Communion Sunday (P)
	3	Monday		Rosh Hashanah (OJ*, CJ*, RJ*)
	4	Tuesday		Rosh Hashanah (OJ*, CJ*, RJ)
	10	Monday	Columbus Day	
	11	Tuesday		Kol Nidre (OJ*, CJ*, RJ*)
	12	Wednesday		Yom Kippur (OJ*, CJ*, RJ*)
	17	Monday		Sukkot (OJ*, CJ*, RJ*)
	18	Tuesday		Sukkot (OJ*, CJ*)
	19	Wednesday		Intermediate Days of Sukkot (OJ, CJ, RJ)
	20 to 23	Thursday to Sunday		Intermediate Days of Sukkot (OJ, CJ, RJ)
	24	Monday		Shemini Atzeret (OJ*, CJ*, RJ*)
	25	Tuesday		Simchat Torah (OJ*, CJ*)
	26	Wednesday		Feast of St. Demetrios (EO)
31	Monday		Reformation Day (P)	

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NOVEMBER	1	Tuesday		All Saints Day (P) (RC*)
	2	Wednesday		All Souls Day (RC)
	8	Tuesday	Election Day	
	11	Friday	Veterans' Day	
	24	Thursday	Thanksgiving Day	Thanksgiving Day (P)
	27	Sunday		First Sunday of Advent (P)
DECEMBER	6	Tuesday		Feast of St. Nicholas (EO)
	8	Thursday		Feast of the Immaculate Conception (RC*)
	25	Sunday	Christmas Day	Christmas Day (P) Feast of the Nativity (EO*) (RC*)
	26	Monday	Christmas Day (Observed) ⁴	
	25 to January 1, 2017	Sunday to Sunday		Chanukah (OJ, CJ, RJ)
	26	Monday		First Day of Kwanzaa ⁵
	27	Tuesday		Feast of St. Stephen (EO)

¹ The State has designated Lincoln's Birthday as a floating holiday in 2016 for State employees in certain bargaining units.

² The observance of Ramadan is anticipated to begin on June 6, 2016. See introduction, Note 8.

³ Flag Day, the second Sunday in June, is not observed on the following Monday, and is not a paid holiday for State employees.

⁴ Under the Attendance Rules, when a holiday falls on a Sunday, it is observed on the following Monday.

⁵ Kwanzaa actually ends on January 1, 2017.