

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE  
ATTENDANCE AND LEAVE MANUAL TRANSMITTAL  
MEMORANDUM NO. 47**

Appendix B

July 2021

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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	July 2021
(2)	2022 Calendar of Legal Holidays and Days of Religious Significance	Appendix B	3-6	July 2021

The following material should be retained until July 30, 2023, 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	January 2021
(2)	2021 Calendar of Legal Holidays and Days of Religious Significance	Appendix B	3-6	January 2021

Attachment

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**2022 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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<b>MONTH</b>	<b>DATE</b>	<b>DAY</b>	<b>LEGAL HOLIDAYS</b>	<b>DAYS OF RELIGIOUS SIGNIFICANCE</b>
<b>JANUARY</b>	1	Saturday	New Year's Day	Feast of the Circumcision (EO) Solemnity of the Mother of God (RC*)
	6	Thursday		Feast of the Epiphany (EO*) (P)
	9	Sunday		Feast of the Epiphany (RC)
	17	Monday	Dr. Martin Luther King, Jr. Day	Tu Bi Shevat (OJ, CJ, RJ)
	18-25	Tuesday to Tuesday		Week of Prayer for Christian Unity (P) (RC)
<b>FEBRUARY</b>	2	Wednesday		The Presentation of Christ (EO*)
	12	Saturday	Lincoln's Birthday <sup>1</sup>	
	21	Monday	Washington's Birthday (Observed)	
	26	Saturday		Saturday of Souls (EO)
<b>MARCH</b>	2	Wednesday		Ash Wednesday (P) (RC)
	4	Friday		World Day of Prayer (P)
	5	Saturday		Saturday of Souls (EO)
	6	Sunday		First Sunday of Lent (P)
	12	Saturday		Saturday of Souls (EO)
	13	Sunday		Sunday of Orthodoxy (EO)
	16	Wednesday		Fast of Esther (OJ, CJ, RJ)
	17	Thursday		Purim (OJ, CJ, RJ)
	25	Friday		The Annunciation (EO*)
<b>APRIL</b>	2	Saturday		First Day of Ramadan (M) <sup>2</sup>
	10	Sunday		Palm Sunday (RC)
	14	Thursday		Holy Thursday (RC) Maundy Thursday (P)
	15	Friday		Good Friday (P) (RC) First Passover Seder (OJ*, CJ*, RJ*)
	16	Saturday		Passover (OJ*, CJ*, RJ*)

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<b>APRIL</b>	17	Sunday		Easter Sunday (P) (RC) Passover (OJ*, CJ*, RJ) Palm Sunday (EO*)
	18-21	Monday-Thursday		Intermediate Days of Passover (OJ, CJ, RJ)
	21	Thursday		Holy Thursday (EO*)
	22	Friday		Good Friday (EO*) Passover (OJ*, CJ*, RJ*)
	23	Saturday		Holy Saturday (EO*) Passover (OJ*, CJ*)
	24	Sunday		Easter Sunday (EO*)
	25	Monday		The Feast of St. George (EO)
	27	Wednesday		Yom HaShoah (Holocaust Memorial Day)
	29	Friday		The Feast of the Lifegiving Fountain (EO)
<b>MAY</b>	2	Monday		Eid-ul-Fitr (Festival of Fastbreaking) (M*)
	4	Wednesday		Yom HaZikaron (Day of Remembrance)
	5	Thursday		Yom HaAtzmaut (Israel Independence Day)
	6	Friday		May Friendship Day (P)
	19	Thursday		Lag Ba Omer (OJ, CJ, RJ)
	21	Saturday		The Feast of Sts. Constantine and Helen (EO)
	26	Thursday		Ascension Thursday (P)(RC*)
	29	Sunday		Yom Yerushalayim (Jerusalem Day)
	30	Monday	Memorial Day	
<b>JUNE</b>	2	Thursday		Ascension Thursday (EO*)
	5	Sunday		Pentecost (RC) (P) Shavuot (OJ*, CJ*, RJ*)
	6	Monday		Shavuot (OJ*, CJ*)
	11	Saturday		Saturday of Souls (EO)

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<b>JUNE</b>	12	Sunday	Flag Day <sup>3</sup>	Pentecost (EO*)
	13	Monday		The Feast of the Holy Spirit (EO)
	19	Sunday	Juneteenth <sup>4</sup>	Corpus Christi (RC) (observed in NY Dioceses) All Saints Day (EO)
	20	Monday	Juneteenth (Observed)	
	29	Wednesday		Feast of Sts. Peter and Paul (EO)
<b>JULY</b>	4	Monday	Independence Day	
	9	Saturday		Eid-ul-Adha (Festival of Sacrifice) (M*)
	17	Sunday		Fast of the 17th of Tammuz (OJ, CJ, RJ)
<b>AUGUST</b>	6	Saturday		The Transfiguration of Jesus Christ (EO*)
	7	Sunday		Fast of 9 <sup>th</sup> of AV (OJ, CJ, RJ)
	15	Monday		The Assumption (RC*) The Repose of the Blessed Mother (EO)
<b>SEPTEMBER</b>	5	Monday	Labor Day	
	8	Thursday		Nativity of the Theotokos (EO)
	14	Wednesday		The Elevation of the Holy Cross (EO*)
	26	Monday		Rosh Hashanah (OJ*, CJ*, RJ*)
	27	Tuesday		Rosh Hashanah (OJ*, CJ*, RJ)
<b>OCTOBER</b>	2	Sunday		World Communion Day (P)
	4	Tuesday		Kol Nidrei (OJ*, CJ*, RJ*)
	5	Wednesday		Yom Kippur (OJ*, CJ*, RJ*)
	10	Monday	Columbus Day	Sukkot (OJ*, CJ*, RJ*)
	11	Tuesday		Sukkot (OJ*, CJ*)
	12-16	Wednesday-Sunday		Intermediate Days of Sukkot (OJ, CJ, RJ)
	17	Monday		Shemini Atzeret (OJ*, CJ*, RJ*)

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<b>OCTOBER</b>	18	Tuesday		Simchat Torah (OJ*, CJ*)
	26	Wednesday		Feast of St. Demetrios (EO)
	31	Monday		Reformation Day (P)
<b>NOVEMBER</b>	1	Tuesday		All Saints Day (P) (RC*)
	2	Wednesday		All Souls Day (RC)
	8	Tuesday	Election Day	
	11	Friday	Veterans' Day	
	21	Monday		Presentation of the Virgin Mary (EO)
	24	Thursday	Thanksgiving Day	Thanksgiving Day (P)
	27	Sunday		First Sunday of Advent (P)
<b>DECEMBER</b>	6	Tuesday		Feast of St. Nicholas (EO)
	8	Thursday		Feast of the Immaculate Conception (RC*)
	19-26	Monday-Monday		Chanukah (OJ, CJ, RJ)
	25	Sunday	Christmas Day	Christmas Day (P) Feast of the Nativity of the Lord (EO*) (RC)
	26	Monday	Christmas Day (Observed) <sup>4</sup>	First Day of Kwanzaa <sup>5</sup>
	27	Tuesday		Feast of St. Stephen (EO)

<sup>1</sup> Lincoln's Birthday is designated as a Floating Holiday.

<sup>2</sup> The observance of Ramadan is anticipated to begin on April 2, 2022. See introduction, Note 8.

<sup>3</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>4</sup> Under the Attendance Rules when a holiday falls on a Sunday it is observed on the following Monday.

<sup>5</sup> Kwanzaa ends on January 1, 2023.