

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
ATTENDANCE AND LEAVE MANUAL
TRANSMITTAL MEMORANDUM NO. 50**

Appendix B

August 2024

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TO: Manual Recipients
FROM: Benjamin Gifford, 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	August 2024
(2)	2025 Calendar of Legal Holidays and Days of Religious Significance	Appendix B	3-5	August 2024

The following material should be retained until June 30, 2026, 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	June 2023
(2)	2024 Calendar of Legal Holidays and Days of Religious Significance	Appendix B	3-6	June 2023

Attachment

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
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2025 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) and the Assumption (August 15) are not considered to be days of required religious observance if they fall on a Saturday or a Monday.
6. Orthodox Church members should attend services for Divine Liturgy on Sundays and on Feast Days.
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	Wednesday	New Year's Day	Feast of the Circumcision (EO) Solemnity of the Mother of God (RC*)
	1-2	Wednesday – Thursday		Chanukah (OJ, CJ, RJ)
	5	Sunday		Feast of the Epiphany (RC)
	6	Monday		Feast of the Epiphany (EO), (P)
	20	Monday	Dr. Martin Luther King, Jr. Day	
	18-25	Saturday – Saturday		Week of Prayer for Christian Unity (P) (RC)
FEBRUARY	2	Sunday		The Presentation of Christ (EO)
	12	Wednesday	Lincoln's Birthday ¹	
	13	Thursday		Tu Bi Shevat (OJ, CJ, RJ)
	17	Monday	Washington's Birthday (Observed)	
	22	Saturday		Saturday of Souls (EO)
MARCH	1	Saturday		Saturday of Souls (EO) First Day of Ramadan (M) ²
	5	Wednesday		Ash Wednesday (P) (RC)
	7	Friday		World Day of Prayer (P)
	8	Saturday		Saturday of Souls (EO)
	9	Sunday		First Sunday of Lent (P) Sunday of Orthodoxy (EO)
	13	Thursday		Fast of Esther (OJ, CJ, RJ)
	14	Friday		Purim (OJ, CJ, RJ)
	25	Tuesday		The Annunciation (EO)
	30	Sunday		Eid-ul-Fitr (Festival of Fast breaking) (M*)
APRIL	12	Saturday		First Passover Seder (OJ*, CJ*, RJ*) Lazarus Saturday (EO)
	13	Sunday		Passover (OJ*, CJ*, RJ*) Palm Sunday (EO) (P) (RC)
	14	Monday		Passover (OJ*, CJ*, RJ)
	15-18	Tuesday – Friday		Intermediate Days of Passover (OJ, CJ, RJ)

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APRIL	17	Thursday		Holy Thursday (EO) (RC) Maundy Thursday (P)
	18	Friday		Good Friday (EO) (P) (RC)
	19	Saturday		Passover (OJ*, CJ*, RJ*) Holy Saturday (EO)
	20	Sunday		Passover (OJ*, CJ*) Easter Sunday (EO) (P) (RC)
	23	Wednesday		The Feast of St. George (EO)
	24	Thursday		Yom HaShoah (Holocaust Memorial Day)
	25	Friday		The Feast of the Life-Giving Fountain (EO)
	30	Wednesday		Yom HaZikaron (Israeli Day of Remembrance)
MAY	1	Thursday		Yom HaAtzmaut (Israeli Independence Day)
	15	Thursday		May Friendship Day (P)
	16	Friday		Lag Ba Omer (OJ, CJ, RJ)
	21	Wednesday		The Feast of Sts. Constantine and Helen (EO)
	26	Monday	Memorial Day	Yom Yerushalayim (Jerusalem Day)
	29	Thursday		Ascension Thursday (P) (RC*) Feast of the Ascension of our Lord (EO)
JUNE	2	Monday		Shavuot (OJ*, CJ*, RJ*)
	3	Tuesday		Shavuot (OJ*, CJ*)
	6	Friday		Eid-ul-Adha (Festival of Sacrifice) (M*)
	7	Saturday		Saturday of Souls (EO)
	8	Sunday		Pentecost (EO) (P) (RC)
	9	Monday		The Feast of the Holy Spirit (EO)
	15	Sunday	Flag Day ³	Feast of All Saints (EO)
	19	Thursday	Juneteenth	

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JUNE	22	Sunday		Corpus Christi (RC) (observed in NY Dioceses) Feast of All Saints of North America (EO)
	29	Sunday		Feast of Sts. Peter and Paul (EO)
JULY	4	Friday	Independence Day	
	13	Sunday		Fast of the 17th Tammuz (OJ, CJ, RJ)
AUGUST	3	Sunday		Fast of the 9th of Av (OJ, CJ, RJ)
	6	Wednesday		The Transfiguration of Jesus Christ (EO)
	15	Friday		The Assumption (RC*) The Repose of the Blessed Mother (EO)
SEPTEMBER	1	Monday	Labor Day	Ecclesiastical New Year (EO)
	8	Monday		Feast of the Nativity of the Mother of God (EO)
	14	Sunday		The Elevation of the Holy Cross (EO)
	23	Tuesday		Rosh Hashanah (OJ*, CJ*, RJ*)
	24	Wednesday		Rosh Hashanah (OJ*, CJ*, RJ)
	25	Thursday		Fast of the Gedalia (OJ, CJ, RJ)
OCTOBER	1	Wednesday		Kol Nidrei (OJ*, CJ*, RJ*)
	2	Thursday		Yom Kippur (OJ*, CJ*, RJ*)
	5	Sunday		World Communion Sunday (P)
	7	Tuesday		Sukkot (OJ*, CJ*, RJ*)
	8	Wednesday		Sukkot (OJ*, CJ*)
	9-13	Thursday – Monday		Intermediate Days of Sukkot (OJ, CJ, RJ)
	13	Monday	Columbus Day	
	14	Tuesday		Shemini Atzeret (OJ*, CJ*, RJ*)
	15	Wednesday		Simchat Torah (OJ*, CJ*)
	26	Sunday		Feast of St. Demetrios (EO)
NOVEMBER	31	Friday		Reformation Day (P)
	1	Saturday		All Saints Day (P) (RC)
	2	Sunday		All Souls Day (RC)
	4	Tuesday	Election Day	

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NOVEMBER	11	Tuesday	Veterans' Day	
	20	Thursday		Sigd (Ethiopian Jewish)
	21	Friday		Presentation of the Virgin Mary (EO)
	27	Thursday	Thanksgiving Day	Thanksgiving Day (P)
	30	Sunday		First Sunday of Advent (P)
DECEMBER	6	Saturday		Feast of St. Nicholas (EO)
	8	Monday		Feast of the Immaculate Conception (RC*)
	15-22	Monday – Monday		Chanukah (OJ, CJ, RJ)
	25	Thursday	Christmas Day	Feast of the Nativity (EO) (RC*) Christmas Day (P)
	26	Friday		First Day of Kwanzaa ⁴
	27	Saturday		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 1, 2025. 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 Kwanzaa ends on January 1, 2026.