



ROMAN CATHOLIC DIOCESE OF SYRACUSE

HUMAN RESOURCES & BENEFITS

To: All Diocesan Employees

From: Megan Birardi

Re: Regular Hours & Holidays

8:30 am – 4:00 pm – 30-minute lunch

2025

Independence Day – Friday, July 4th

Assumption of the Blessed Virgin Mary – Friday, August 15th

Labor Day - Monday, September 1st

Columbus Day - Monday, October 13th

Veterans Day – Tuesday, November 11th

Thanksgiving Day - Thursday, November 27th

Day After Thanksgiving - Friday, November 28th

Feast of the Immaculate Conception of the Blessed Virgin Mary – Monday, December 8th

Christmas Eve – Wednesday, December 24th

Christmas Day – Thursday, December 25th

(Note: The Chancery will be closed December 24th, 25th, 26th, 29th, 30th, 31st, and January 1st. Dec. 24th, 25th and Jan. 1st are paid holidays. Employees may take paid vacation time or unpaid time off for Dec. 26th, 29th, 30th & 31st)

2026

New Year's Day – Thursday, January 1st

Martin Luther King Day - Monday, January 19th

President's Day - Monday, February 16th

Good Friday - Friday, April 3rd

Easter Monday – Monday, April 6th

Ascension of Jesus – Thursday, May 14th

Memorial Day - Monday, May 25th

Juneteenth – Friday, June 19th

*Please note, above holidays are those observed by Central Diocesan Administration, your location holiday schedule may vary, please confirm with your location on the holiday schedule followed.