

DIOCESE OF SACRAMENTO

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OFFICE OF LAY PERSONNEL

Memo

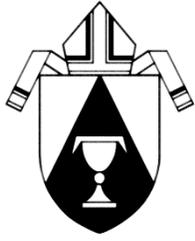
To: Parishes, Schools and Agencies
From: Anna Schiele - Director of Lay Personnel
Date: January 13, 2020
Subject: Updated Forms

The holiday schedule for 2020 – 2021 is now available. The form can be found on our website by clicking the following link: <https://www.scd.org/sites/default/files/2020-01/2020-2021%20Pastoral%20Center%20Holiday%20Schedule%20for%20Employees.pdf>.

The mileage form has also been update to reflect the most recent reimbursement amount for 2020. This form should now be used effective January 1, 2020. The form can be found on our website by clicking the following link: <https://www.scd.org/sites/default/files/2020-01/2020-Auto-Mileage.xlsx>.

Please contact Bianka Torres at btorres@scd.org or (916) 733-0241 should you have any questions.

Thank you.



Diocese of Sacramento / Pastoral Center
Employee Holidays
Pastoral Year 2020 – 2021

Friday	July 3	Independence Day
Monday	September 7	Labor Day
Wednesday	November 11	Veterans' Day
Thursday & Friday	November 26 & 27.....	Thanksgiving Day & Designated Holiday
Thursday	December 24	Christmas Eve
Friday	December 25	Christmas Day
Thursday	December 31	Designated Holiday
Friday	January 1, 2021	New Year's Day
Monday	January 18	Martin Luther King Day
Monday	February 15	Presidents' Day
Friday	April 2	Good Friday
Monday	May 31	Memorial Day

***Note:** No meetings, events, workshops, etc., are to be scheduled at the Pastoral Center on these holidays. The building does not have air conditioning or heating.*

