



DIOCESE OF SACRAMENTO

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LAY PERSONNEL

February 23, 2026

To: Pastors, Agency Directors, Office Managers, School Principals, and Human Resources Representatives

FR: Anna Schiele

RE: **Lay Personnel Handbook Revisions Update**

The latest edition of the Lay Personnel Handbook did not include Policy 31.5 Organ Donor Leave. The Lay Personnel Handbook has been updated to include Policy 31.5 Organ Donor Leave. Going forward please be sure to use the corrected edition of the Lay Personnel Handbook. For your ease we have included the Lay Personnel Handbook with this memo.

Please note: The acknowledgement forms from the handbook have not been impacted by this adjustment. It is ok if you have begun to collect the acknowledgement forms, they are valid. Please be sure to obtain a signed acknowledgement form from each employee for the 2026 revisions.

If you have a question, please contact Lay Personnel at 916-733-0239.