



Memo

Date: November 24, 2025

To: Business managers and payroll administrators

From: Shannon Wiggins, HR systems manager, Office of Human Resources

Re: 2026 payroll calendar and time off reset reminder

The 2026 payroll calendar for lay employees at parishes and other non-school entities can be found [attached](#).

Employees who qualify for our time-off policies and who work at our parishes and other non-school entities, please remember that with each new year, Paylocity will reset vacation, sick and personal day balances per the archdiocesan policy. Please see details below.

Vacation Rollover

As outlined in the **Archdiocesan Employee Manual**, vacation and sick leave balances are reset with the first payroll of the new year.

With the **January 9, 2026**, paycheck (covering the pay period **December 14–27, 2025**), balances will be recalculated in the following order:

1. **Used** – Any time off taken during the pay period is subtracted.
2. **Reset** – Balance is then adjusted per policy:
 - o Full-Time Employees: Maximum rollover of **40 hours**
 - o Part-Time Employees: Maximum rollover of **20 hours**
3. **Accrue** – New accrued hours are added to the balance based on the hours reported during that pay period.

Personal Day Reset

Personal Day balances will be reset to **0 hours** with the January 9, 2026, check date.

Business managers will need to manually update the **personal day hours** for each employee, ideally by the end of January. If an employee requests a personal day before you have a chance to update the balance, the system will allow them to request and 'go negative' – you have the option to approve it and adjust when updating all personal day hours.

To avoid forfeiting unused vacation and/or personal hours, please plan to use your time **before December 27**. Note: Locations should also consider their holiday schedule.

Because each parish can set their own holiday schedule, the example below uses the Chancery holiday schedule:

- In the calendar below, the pay period for check date January 9 is highlighted in grey.
- The Chancery closes from December 19 (at 2 p.m.) through Friday, January 2, for the holidays.
- Chancery staff will be paid using “holiday” pay type December 20 – 27 for those who qualify.
- The last day for Chancery staff to use vacation, personal or sick time would be December 19 – any balance over the maximum allowed remaining after December 19 will be lost during the reset on check date January 9.

December 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

HOLIDAYS – Offices Closed

For full details, including the sick rollover maximums, please refer to the **Archdiocesan Employee Policy Manual**, sections [3.2](#) and [33](#).

For questions or further assistance, please contact me at swiggins@archatl.com.