

THE ROMAN CATHOLIC  
**ARCHDIOCESE OF ATLANTA**



# 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

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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:
  - Full-Time Employees: Maximum rollover of **40 hours**
  - 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.

| 12 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**.