



Regular Work Schedules

[*Owner: Office of Human Resources*]

The regular work schedule for full-time employees is 35 hours per week, Monday through Friday. Office hours are 8:30 a.m. to 4:30 p.m. As part of the normal workday, employees are allowed to attend Mass held onsite in the workplace. Part-time employees and temporary employees will receive their schedule directly from their supervisor. The Diocese neither expects nor requires employees to work past the regular work schedule. Work outside of the regular work schedule that is for a specific Diocesan function and which is accomplished at times other than normal office hours or is required due to an emergency must be preapproved by the supervisor.

The workweek begins on Wednesday at 12:00 a.m. and ends on the following Tuesday at 11:59 p.m.