



## Vacation

[ Owner: Office of Human Resources ]

Paid Vacation leave is a benefit given to all regular employees working an average of 30 hours per week. The Diocese requires all employees to use their paid vacation leave in the year it is earned. Employees must obtain approval for all vacation time well in advance by the Director of the office. Paid vacation accrual begins with the first paycheck and is available for use immediately thereafter. Paid Vacation is accrued following the Fiscal Year beginning July 1 and ending June 30. All earned vacation time must be used by June 30. Earned paid vacation is not allowed to be carried over into the next fiscal year.

### Accrual Schedule:

Vacation is accrued in accordance with the employee's years of service and calculated based on the number of hours the employee is scheduled to work each week.

0-9 years of service: equivalent to 2 weeks of pay

- 40 hrs. per week: 3.3333 hrs. earned per pay period
- 35 hrs. per week: 2.917 hrs. earned per pay period
- 32 hrs. per week: 2.667 hrs. earned per pay period
- 30 hrs. per week: 2.5 hrs. earned per pay period

10-19 years of service: equivalent to 3 weeks of pay

- 40 hrs. per week: 5 hrs. earned per pay period
- 35 hrs. per week: 4.375 hrs. earned per pay period
- 32 hrs. per week: 4 hrs. earned per pay period
- 30 hrs. per week: 3.75 hrs. earned per pay period

20 + years of service: equivalent to 4 weeks of pay

- 40 hrs. per week: 6.667 hrs. earned per pay period
- 35 hrs. per week: 5.833 hrs. earned per pay period
- 32 hrs. per week: 5.333 hrs. earned per pay period
- 30 hrs. per week: 5 hrs. earned per pay period

Any time away from work not applicable to any other type of leave, such as time off for personal matters, must be counted as paid vacation leave.

Upon an employee's termination of employment or death, pay in lieu of accrued paid vacation leave will be paid to the employee or his/her estate.