

The Roman Catholic Diocese of Burlington

Parish H.R. Policies and Procedures

SUBJECT: Paid Time Off	Policy Number HR 0005
	Section: Human Resources
	Sub-Section: Standards
	Date: November 1, 2013

INTRODUCTION

The Parish is committed to a flexible, fair schedule of paid time off for all employees. The Bookkeeper/Accountant is responsible for monitoring the use of all paid time off and the Pastor/Administrator will counsel employees regarding proper use and notification requirements and submitting the time for payroll. Paid time off for all new hires will be prorated for the first year of employment.

A Parish may adopt one of the time off schedules below if they desire. If a check mark is placed by the option below, that will be what the Parish is offering for time off. Per Vermont law, parishes do have to abide by certain regulations in regards to time off, which is noted below and checked.

POLICY

The Parish's paid time off is designated by a ✓ (checkmark) in the boxes below.

If checked this is what the Parish offers for paid time off.

Vacation

- ☐ Vacation is only offered to employees working 30 or more hours per week. Vacation is as follows based on the employees average work week:
 - 0-3 years—up to 2 weeks
 - 4-9 years—3 weeks
 - 10+ years—4 weeks
 - Employees must use vacation in current year. There are no accruals. Payment of unused time upon termination is 25% of what is unused.

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- ☐ Vacation is as follows based on the employees' average hours: An employee working an average of 20 hours per week qualifies for paid vacation.
 - 0-3 years—up to 2 weeks
 - 4-9 years—3 weeks
 - 10+ years—4 weeks
 - Employees must use vacation in current year. There are no accruals and no payout of vacation upon termination.

Discretionary Paid Time

Discretionary Paid Time Off- for illness, funeral, family emergency, and personal time for an employee who averages a minimum of 18 hours per week.

- Discretionary Time: An employee averaging 18 hours per week, is eligible for:
 - 3 days per year (if the parish has more than 6 employees in 2017);
 - **Then in 2018 all parishes will provide 3 days per year** for employees who average 18 hours per week.
 - **In 2019 parishes will provide 5 days per year to all eligible employees who average 18 hours per week.**
 - Payment of discretionary time is only for a normally scheduled work day.
 - Hours cannot exceed hours worked the normally scheduled work day. (Example: Employee works 6 hours per day, 4 days a week. The employee daily hours entered into payroll would be 6 hours.)
 - Hours do not count towards overtime.
 - **Hours are not paid out upon termination.**

Holy/Holiday Schedule and Paid/Non Paid Time (Diocesan Schedule)

- ☐ Holiday Pay (Check if the parish follows the Diocesan Holy/Holiday Schedule and if the employee is paid for the time off).
- ✓ Parishes with Extern priest will adhere to the Diocesan Holy Day/Holiday Days schedule for the parish staff. The employee must average 20 hours per week to be eligible for paid Holy/Holiday Time. The employee will only be paid if the Holy Day/Holiday falls on the employees normal work day. Hours do not count toward overtime. Extern must give the

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employee the day off. (If for some reason the employee works the Holy/Holiday Day the employee will not be paid for Holy/Holiday pay. It is encouraged to have the employee off on that day.)

Vacation, Discretionary, Holy/Holiday Procedure

1. Employees must provide a minimum of one month notice to request time off, paid or unpaid, unless it is due to illness or an emergency.
2. An Employee must provide any authorized paid time off to the Bookkeeper with the Pastor/Administrator's signature for payment.
3. The Employee's paid time off will not be counted as overtime. The Employee's paid time off will not be paid in addition to work hours. (Example: Employee normal schedule is 35 hours one week and also request payment for 35 hours of vacation. This is not allowed.)
4. The Employee must take 1 full week away from the Parish as paid time off (Sunday-Saturday).
5. All employees must receive a copy of this policy.

****This policy replaces, revokes, and rescinds all former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.***

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