

The Roman Catholic Diocese of Burlington

H.R. Policies and Procedures

SUBJECT: Paid Time Off	Policy Number HR 0005
	Section: Human Resources
	Sub-Section: Standards
	Date: January 1, 2014; updated 9/30/16

INTRODUCTION

The Roman Catholic Diocese of Burlington is committed to a just schedule of Paid Time Off for all employees. All full-time employees are eligible for paid holy days, holidays, vacation time and discretionary time. Part-time employees (working 20-34 hours regularly) are also eligible for paid holidays/holy days, vacation and discretionary time commensurate with their regular scheduled work hours (See Appendix A for separate PTO schedule for part-time employees working 20-34 hours). Supervisors are responsible for monitoring the use of all Paid Time Off as it relates to the staffing needs in their department in addition to counseling the employees regarding proper use and notification requirements. Paid Time Off for all new hires will be earned upon previous work experience in commensurate to the schedule shown in the attached PTO schedule for the first year of employment.

The Paid Time Off Policy will encompass the following:

- A. Holidays/Holy Days
- B. Vacation Time (New and Grandfathered Employees)
- C. Discretionary Time

This policy replaces, revokes and rescinds all former Holiday/Holy Days, Vacation, CTO and PTO policies, and any modification or changes to the utilization and administration of those policies is therefore superseded by this new plan as well, all former Employee Handbooks (to include the Employee Handbook dated in 2007).

A. Holidays/Holy Days

POLICY

1. Each full-time regular employee is eligible for eleven (11) paid holiday/holy days as published per year. These holidays/holy days are divided between fixed and floating holidays.
2. Employees are eligible for fixed holy and holidays from date of hire. Employees may use available floating holidays after completing the ninety (90) day eligibility period from date of hire. The floating holiday can be used during the calendar year and is not paid out if unused.

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PROCEDURE

1. At the beginning of each fiscal year, the Human Resource Department will prepare a memorandum for approval that identifies specific dates for each fixed holiday and holy day. Employees will also be notified concurrently of the number of floating holidays during the year.
2. Employees may not carry over holidays from year to year.
3. All employees must take and record holidays in full day increments.
4. The one floating holiday must be pre-scheduled in conjunction with the appropriate supervisory approval and are not paid out upon termination.
5. Part-time employees (20-34 hours) should refer to our part-time benefit summary (See Appendix A) for details.
6. The floating holiday will be prorated for the first year of employment based on the hire date. If start date fall from July 1st to March 31st the employee is eligible for floating holiday. New Hires beginning from April 1st to June 30th are not eligible for floating holidays until completion of their first 90 days.

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B. Vacation—New Hires and Grandfathered Employees

POLICY

- Vacation time is provided to all regular, full-time and part-time employees during the Roman Catholic Diocese of Burlington’s Fiscal year, which is from July 1st through June 30th.
- An employee becomes eligible for vacation time (based on years of service and *Previous Pertinent Work Experience) Effective July 1st of the new fiscal year as follows.

Service + Previous Experience

0-3 years
4-7 years
8+ years

Vacation Eligibility (Hired prior to 6/30/2009)

Up to 2 weeks
3 weeks
4 weeks

New Hires as of 7/1/2009

Service + Previous Experience

0-3 years
4-9 years
10+ years

Vacation Eligibility

Up to 2 weeks
3 weeks**
4 weeks

Vacation eligibility is determined by adding *Previous Pertinent Work Experience to years of service at the Roman Catholic Diocese of Burlington. The maximum allowable credit for Previous Work Experience is as follows:

- Non-exempt employees: up to 3 years
- Exempt employees, all years, determined and qualified by position, not exceeding 4 weeks.

**If 3 weeks are credited upon hire, the employee must work for the Roman Catholic Diocese of Burlington for 10 years to obtain 4 weeks of vacation.

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*Previous Pertinent Work Experience is generally defined as follows:

- Position(s) that matches with a similar or same position at the Roman Catholic Diocese of Burlington. Expertise level of position is more important than merely employment by another employer. Former employer is defined as an organization primarily engaged in similar business or position held whereby the skills are transferable.
- Position(s) with the same content or equivalent content to entry position.
- A career developmental position for entry or current position.

College internships and part-time work generally will not be counted as Previous Pertinent Work Experience. Educational credentials will not act as a substitute for work experience.

3. Vacation time for new hires, up to Manager Title, will be prorated for the first year of employment. (See attached proration schedule). Newly hired employees may use available vacation time after completing the ninety (90) day eligibility period from date of hire. (Refer to Appendix A for part-time employees).
4. Employees must take all paid leave first, before taking any unpaid leave (paid leave is defined as discretionary time, vacation days and floating holidays). If an employee is on FMLA or VTPLA or Parental Leave the employee has the choice on the type of paid hours to use, up to 12 weeks. (This applies to those grandfathered with Sick Bank hours). Unpaid leave may be offered under eligible leaves of absence or at the Roman Catholic Diocese of Burlington's discretion. (FMLA is only available if the Diocese meets the requirements to offer this and has more than 50 employees.)
5. Vacation time may not be taken after the employee's notification of intent to resign. This can be authorized by supervisor only.
6. Employees who terminate prior to the completion of six months continuous employment will not be paid for vacation upon such termination.

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PROCEDURE

1. Employees should plan their vacation time as early as possible to accommodate fellow employees and department plans. The Department Head will resolve vacation-scheduling conflicts within the department based on needs of the Roman Catholic Diocese of Burlington.
2. If a regular paid holiday falls within the employee's approved vacation period, one additional vacation day is allowed for each holiday. The affected employee and the supervisor will agree on the additional day off.
3. Any changes or alterations to the vacation schedule should have supervisor approval and be reflected on the time sheet.
4. All vacation time must be properly recorded and submitted. Failure to do so will result in disciplinary action up to and including termination.
5. At least one week of vacation should be taken Sunday through Saturday, consecutive business days. Requests for exceptions will be made in writing and will also require the approval of the Director of Human Resources. Any remaining vacation time may be taken in one-hour increments for non-exempt employees and full-day increments for exempt employees.
6. An employee, who becomes eligible for additional vacation time (based on length of service and Previous Pertinent Work Experience, as set out in Vacation Policy, Par. 2, above) by virtue of reaching an employment anniversary, will have additional vacation time awarded in the year they become eligible.
7. Changes in status (i.e. non-exempt to exempt, supervisor to director) may result in an increase in vacation days according to the schedule above. Any alteration to employees will be determined by Human Resources and approved by the Director and the Vicar General.
8. Part-time employees (20 hours) eligible for benefits will be paid their normal work hours based on the scale above. Employees working schedules (20 hours a week) will receive the same number of paid time off hours/days only incremented at the number of hours that they regularly work (i.e. and employee who regularly works 35 hours a week and is eligible for 2 weeks of vacation will receive 70 hours of vacation, not 80; an employee who works 20 hours per week and is eligible for 3 weeks will receive 60 hours of vacation.) Employees may not carry over vacation time from year to year.

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9. For resigning employees, once notice/intent of resignation is given, any payment of vacation will be made according to the following schedule:

Employee Departs	% of Vacation Dollar Balance eligible for payout minus what has been taken.
July-September	25%
October-December	50%
January-March	75%
April-June	100%

C. Discretionary Time

POLICY

- All full-time, regular employees, hired prior to the effective date of this policy are eligible for seven (7) days of Discretionary Time on July 1st. *Discretionary time is not intended to be additional vacation time. It is intended to be used for family or personal illness, funeral time, or for appointments that cannot be handled outside of regular business hours. Availability and use of Discretionary Time to complete a regularly scheduled shift does not preclude the possibility of disciplinary action if the absence/tardiness was unexcused or abusive.*
- For employees hired on or after July 1st, who have completed the ninety (90) day eligibility period, discretionary time during the first year of employment will be earned as follows:
 - Employees with a start date within the first quarter (July 1st—September 30th) will be eligible for seven (7) days based on their regularly scheduled hours for discretionary time.
 - Employees with a start date within the second quarter (October 1st—December 31st) will be eligible for five (5) days based on their regularly scheduled hours for discretionary time.
 - Employees with a start date within the third quarter (January 1st—March 31st) will be eligible for two (2) days based on their regularly scheduled hours for discretionary time.

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- Employees with a start date within the fourth quarter (April 1st—June 30th) will not be eligible for discretionary time, until the following fiscal year.

PROCEDURE

1. This time must be pre-planned whenever possible and approved by the supervisor. Discretionary time will also be utilized for tardiness or unplanned absenteeism, and should be recorded as such by supervisors or employees on employee time cards. Employees are responsible to manage their paid time off responsibly. Supervisors are accountable for the staffing and professional development of their employees, and must counsel with employees who are mismanaging or running low on paid time off, which may include disciplinary actions up to and including termination. Unpaid time off is not permitted unless the employee is eligible for a leave of absence or at management discretion.
2. Time off for three or more consecutive days requires prior supervisory approval and a physician's excuse/note. Three or more consecutive days off may qualify for eligibility of the Family Medical Leave Act (FMLA) or Vermont Parental Leave Act (VTPLA). An absence of three days or more without appropriate notification or leave documentation will be considered job abandonment and will be considered a voluntary resignation from the Roman Catholic Diocese of Burlington. For Non-Exempt employee's intermittent time off is counted towards your discretionary time, for example: attending a school play for 2 hours, and 2 hours will be deducted from your discretionary time and counted towards the VTPLA.
3. Non-Exempt employees must take and record their discretionary time in 15-minute increments. Exempt employees must record discretionary time as well as all other paid time off in full day increments. Discretionary time is not paid out upon termination of employment with the Roman Catholic Diocese of Burlington.
4. Discretionary days cannot be carried over and are not paid out upon termination. They cannot be used as vacation days.
5. Employees may accumulate a maximum total of 7 Discretionary Time days off (or 35 hours for a 35 hour work week) during any fiscal year.
6. Discretionary time may not be taken after employee notification of intent to resign. Any exceptions must be approved by the Director of Human Resources.
7. Part-time employees (20) eligible for benefits should refer to our part-time benefit summary (See Appendix A) for details.

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Paid Time Off Proration Schedule Full Time

Discretionary time for new hires will be prorated for the first year of employment based on the following schedule:

DISCRETIONARY

Hire Date	Actual Discretionary Days
July—September 30 th	7
October—December 31 st	5
January—March 31 st	2
April—June 30 th	0

APPENDIX A:

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Part-time Employee (20-34 hours) Paid Time Off Schedule

Vacation	<p>Vacation time is provided to all part-time employees during the Organization’s fiscal year, which is July 1st through June 30th. 8. Part-time employees (20 hours) eligible for benefits will be paid their normal work hours based on the scale above. Employees working schedules (20 hours a week) will receive the same number of paid time off hours/days only incremented at the number of hours that they regularly work (i.e. an employee who works 20 hours per week and is eligible for 3 weeks will receive 60 hours of vacation.)</p> <p>Employees may not carry over vacation time from year to year. The first year is prorated as follows based upon the employee’s date of hire: July 1—September 30th will have 4 days of vacation; between October—December 31st will have 3 days; hire date between January—March 31st will have 2 days. Employees with a start date between April—June 30th will have the full amount of vacation days effective July 1.</p>	1 st day following 90 days of part-time active service
Discretionary Days	The Organization will provide pay for up to five (5) hours. There is no carry over or accumulation allowed and unused time is not paid at termination.	1 st day following 90 days of part-time, active service
Holiday Pay	The Organization will provide pay for a fixed holiday and holy days that falls on a scheduled workday for a part-time employee. Employees with part-time status are not eligible for floating holidays.	1 st day following 90 days of part-time, active service

****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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