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**SAMPLE PARISH
HOLIDAY AND VACATION
ADDENDUM TO PERSONNEL
HANDBOOK**

ST. _____ PARISH

HOLIDAY AND VACATION SCHEDULE AND POLICY

(This policy, when signed by the Pastor and countersigned by the Archdiocesan Vicar General or Vicar for Administration, constitutes an addendum to the Parish Personnel Handbook and replaces all prior holiday and vacation policies or arrangements, effective as of the date of the signature by the Vicar General or Vicar for Administration.)

I. **Holidays.** The Parish will give employees the following paid holidays.

New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday
Easter Monday
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day

- a. The Pastor, at his discretion, may designate additional holidays or remove existing ones.
- b. The Pastor may determine that particular need or individual job duties may require an employee to work on one or all of these holidays. In that event, the Pastor *may*, in his discretion, designate an alternative paid day off for that employee.
- c. Salaried employees will receive full pay for pay periods during which holidays fall. Holidays for employees who are ordinarily paid on an hourly basis will be paid to the extent of the hours ordinarily scheduled to be worked by that employee on that day. (For example, if an employee ordinarily works four hours on Mondays, the employee will be paid four hours when a holiday falls on Monday.)
- d. If a holiday falls on a day on which an hourly employee is not ordinarily scheduled to work, that employee will not be paid for that day. (For example, if an employee ordinarily does not work on Mondays, that employee will not be paid for a holiday that falls on a Monday.)
- e. The Pastor choose to designate that any particular holiday(s) will be celebrated on a preceding or following Friday or Monday if he believes in his discretion that doing so would be beneficial to the employee and consistent with the efficient operation of the Parish.

II. **Vacation Leave:** Vacation leave is provided to all regular full-time and benefitted part-time employees, the latter on a pro-rata basis, to assure a period of rest and relaxation each year.

Vacation leave is as follows:

Full years of Service:	Annual Vacation:	Accrual per month:
1 through 4	10 days	0.83 days
5 through 9	15 days	1.25 days
10 through 14	20 days	1.67 days
15 through 19	25 days	2.08 days
20 and over	30 days	2.5 days

- a. Pay for vacation days will be pro-rated for part-time employees.
- b. The Pastor may grant additional vacation leave with pay for lengthy years of service or for senior or managerial positions.
- c. Vacation will accrue from the beginning of employment as indicated above, but cannot be used until accrued (**Unaccrued vacation may not be “borrowed”**.) Except where the Pastor has given special permission, vacation may not ordinarily be used during the first six months of employment.
- d. Although accrued but unused vacation is not forfeited, failure to use vacation each year is harmful to the efficiency of the staff and the finances of the Parish, and may lead to disciplinary action. Employees are expected to schedule and use all of their accrued vacation hours each year.
- e. In no case may an employee accrue more than two year’s annual vacation. Vacation accrual shall cease when the employee’s earned vacation reaches that employee’s cap, and will resume when sufficient vacation has been used to bring the employee below the maximum. If an employee changes accrual categories and becomes entitled to additional vacation, the cap shall be adjusted to the higher level. For example, an employee who is entitled to two week’s vacation per year may not accrue more than a total of four week’s vacation. If that employee then completes the fourth full year of employment without using vacation, and therefore becomes entitled to three weeks per year of vacation, vacation may then accrue up to six weeks. Employees whose accrued vacation currently exceeds the cap will not lose their accrued vacation, but will not accrue further vacation until sufficient vacation is used to bring the accrued total below the maximum.
- f. Vacation will be scheduled in consultation with, and at the prior approval of, the Pastor. It may not always be possible to accommodate a particular vacation scheduling request. Employees must request vacation time and dates sufficiently in advance of the proposed vacation to assure that office-scheduling needs are met. Similarly, employees should not schedule a vacation at times that are seasonally critical for the work of the parish, and requests for vacation during such times may be denied.
- g. Employees will be paid accrued vacation leave upon termination, regardless of length of employment. Accrued vacation leave may not be used to extend the date of termination.

- h. Minimum part-time (unbenefitted) employees (i.e., those who are regularly scheduled to work fewer than 20 hours per week) and temporary employees are not entitled to paid vacation leave. However, with the written permission of the Pastor, such employees may request vacation leave without pay, and it shall be within the discretion of the Pastor whether to grant such a request, and if so, how much unpaid vacation time (if any) will be allowed.

Dated: _____

Pastor

Dated: _____

Vicar General or Vicar for Administration