

DIOCESE OF ALLENTOWN

Vacation Policy

A parish, school, or agency may establish a written Vacation Policy that is different than what is stated in the following paragraphs. However, in the absence of such a local policy, the following applies to all employees except teachers.

The Diocese offers paid vacation to regular, full-time and regular, part-time employees. A vacation year renews annually on your initial date of service, per the guidelines below:

<u>Service Period</u>	<u>Full Time- Days Per Year</u>	<u>Part Time- Days Per Year</u>
Initial Service*	5 Days Max	3 Days Max
Year 1 **	5 Days	3 Days
Years 2-4	10 Days	5 Days
Years 5 - 14	15 Days	8 Days
Years 15-24	20 Days	10 Days
Years 25	22 Days	11 Days

* Initial Service is defined as your date of hire through December 31 st of that year. See below the number of paid vacation days available based on your date of hire.

** Starting with year 1, vacation accruals begin on your initial date of service.

<u>Hire Date</u>	<u>Full Time</u>	<u>Part Time</u>
January 1 - March 14	5 days	3 days
March 15 - May 26	4 days	2 days
May 27 - August 7	3 days	2 days
August 8 - October 19	2 days	1 day
October 20- December 31	1 day	0 days

An employee's annual vacation leave entitlement must be used by December 31 of each calendar year.

Employees who fall below 20 hours per week for the period of January 1 through December 31 in the preceding year will not be eligible for paid vacation in the current year.

Vacation days used in excess of those accrued must be approved by the supervisor and will be unpaid.

Paid vacation days used in excess of what has been accrued at time of termination of employment must be repaid to the Diocese.

Vacation - Carry Over

Regular, full-time employees may carry up to five (5) vacation days into the next calendar year with their supervisor's written approval. Part-time employees may carry up to three (3) vacation days into the next calendar year with their supervisor's written approval. Any vacation days in excess of these carry over maximums will be forfeited by the employee.

Vacation - FMLA or Administrative Leave

Employees on FMLA or Administrative Leave will be required to use their remaining vacation time concurrently with the FMLA or Administrative leave. If the employee's FMLA or Administrative Leave continues from the end of one calendar year into the beginning of the next calendar year, the employee's vacation time as of January 1 will be used until the employee returns to work or the vacation time expires.

Vacation - Requesting

Vacation time may be taken in ½ day increments. To request vacation time, use the NCR payroll self-service portal, if your location uses the Time & Attendance module, or a Vacation Request Form (Appendix E) should be completed and submitted to your immediate supervisor. Or requested through the payroll system if the employee's location utilizes that service. Requests for vacation are subject to approval based on sufficient staffing for the office or work site. If two or more employees request the same day/week for vacation, the employee with greater seniority will be given preference. Vacation forms must be maintained at your office or location.

Vacation - *Unused*

Accrued but unused vacation days will be paid at separation from employment for employees with six (6) months or more employment. Payment will be made at the employee's rate at time of separation. Employees may not use vacation days during a resignation notice period. The Diocese asks that exempt employees provide at least four (4) weeks' notice of voluntary resignation and non-exempt employees give two (2) weeks' notice of voluntary resignation. Employees terminated for cause will not receive payment for accrued but unused vacation days.