



VACATION BENEFIT AND ACCRUAL

POLICY

The Archdiocese of Miami recognizes that adequate time should be provided to employees annually for time away from the work environment for rest and relaxation. All full-time and part-time regular employees receive paid vacation and are encouraged to use their full vacation allotment each year.

PROCEDURE

A. Vacation Time for Laity

All vacation days are determined in accordance with length of continuous, uninterrupted employment (net credited service). Vacation accrual is based on the hire date, number of years of net credited service and number of hours worked each week. They are earned as follows:

For all employees except Pastoral Center Senior Director and above:

Service	Days Earned per Year	Days Earned per Pay Period	Hours Earned per Pay Period	Maximum Accrual of Hours at 150%
1 through 4 years of net credited service	10 days / 80 hrs	.385	3.08	120 hours
5 through 19 years of net credited service	15 days / 120 hrs	.577	4.62	180 hours
20 or more years of net credited service	20 days / 160 hrs	.769	6.15	240 hours

For Pastoral Center Senior Director and above:

Service	Days Earned per Year	Days Earned per Pay Period	Hours Earned per Pay Period	Maximum Accrual at 150%
1 through 9 years of net credited service	15 days / 120 hrs	.577	4.62	180 hours
10 or more years of net credited service	20 days / 160 hrs	.769	6.15	240 hours

Vacation is accumulated based on the number of hours worked each week and prorated accordingly. Employees must work a minimum of 30 hours per week on a regular basis in order to be eligible for vacation pay.



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Vacation will be paid according to the number of regularly scheduled hours an employee works during the week (i.e., if an employee regularly works 30 hours, then the value of a vacation week is 30 hours).

New employees earn vacation time from the date of hire and are eligible to use earned vacation *after* completing three (3) months of service.

If a holiday falls within an employee's approved vacation period, the holiday is paid as a holiday and not deducted from the accrued vacation days.

Vacation is not earned during unpaid absences.

Non-instructional school employees who are eligible for vacation benefits and are not required to work during the Christmas and Easter school-mandated vacation periods will be paid for those periods from their earned, accrued vacation pay. (The federal and archdiocesan holidays during that period will be paid as holidays.) Such employees with 1 to 19 years of service will be paid three weeks' vacation for those mandated vacation periods. Employees with 20 or more years of service may take the remaining vacation days at mutually agreeable times.

If an employee undergoes an emergency medical procedure during a scheduled vacation, the time spent in the hospital and any period of recuperation immediately following may be considered as sick time or FMLA. It is the responsibility of the employee to present proof of hospitalization to the supervisor. If an employee is ill at home or away from the home, the time may not be converted to sick time.

B. Accruing Vacation Time

Employees may accrue vacation time up to 150% of the annual amount for which the employee is eligible.

If the total amount of accrued, unused vacation time reaches the maximum of 150% of the annual amount for which the employee is eligible, accrual of additional vacation will be suspended and additional days forfeited until some vacation time is spent and the balance decreases below 150% of annual accrual amount.

Payment of vacation time in lieu of taking time off is prohibited.

C. Requesting Vacation Time

Requests for vacation time for five (5) or less work days must be submitted at least one week in advance of the vacation start date requested. For vacation time off in excess of 5 work days, a minimum of three (3) weeks advance notice is required.

Requests to use vacation time are submitted on Form HR-1. **The form is available for download from the e-library www.theadom.info, in the Human Resources folder.**

Salaried employees may not take partial day vacation days. Hourly employees may take partial day vacation days of no less than 4 hour increments.



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Part-time employees who regularly work thirty (30) or more hours per week will earn vacation days on a pro-rated basis.

D. Accrued Vacation Time at Time of Transfer or Voluntary Termination

Generally, if an employee leaves one Archdiocesan entity to work for another, with uninterrupted employment by an Archdiocesan entity, an employee's accrued, unused vacation will be paid out to her/him by the entity the employee is leaving. Credit for the years-of-service requirement that determines the number of days for which an employee is eligible will be transferred to the new employer upon approval of the Senior Director of Human Resources.

Without proper notice, accrued vacation will be forfeited.

Employees are generally to be paid for any unused vacation. Unused vacation accrual is not paid when an employee terminates his/her position without the required notice (see Employee Handbook); is discharged for cause; released while in the probation period of three (3) months of employment.

The above vacation policies do not apply to contract workers. Contract workers or instructional personnel are not eligible for vacation benefits. Time off is defined in the employment contract.

E. Vacation Time Provided for Priests and Religious Men and Women

Annually, priests receive a month's vacation as provided in the Archdiocese of Miami Pastoral Manual.

Annually, Religious Men and Women engaged in ministry in schools as instructional personnel receive vacation according to the schools' calendar. Religious Men and Women engaged in ministry in parish or Archdiocesan offices or programs receive a month's vacation. Vacation time may accrue up to a maximum 150% of the annual amount.

Initial: July 1, 2011
Current: January 2, 2015