



COMPENSATION DURING CLOSURE OF PARISHES, SCHOOLS OR OTHER ARCHDIOCESAN ENTITIES DURING A NATURAL DISASTER

POLICY

During closure of parishes, schools or other Archdiocesan entities because of a named tropical storm or hurricane, the Archdiocese of Miami provides compensation to employees from regular or vacation pay, or allows unpaid leave, or in the case of school personnel, reschedules the days of closure to make up the lost time.

Compensation Related to Parish, School, or Archdiocesan Entity Closure Due to Named Storm (Tropical Storm or Hurricane) or Natural Disaster

If an impending severe storm, hurricane or natural disaster approaches just prior or close to the time that payroll is being processed, every effort will be made to transmit payroll early, so that employees receive earned pay via automatic bank deposit, or by the usual route used by the entity, on a timely basis.

The decision as to whether employees will be paid for time not worked during named tropical storms, hurricanes or natural disasters is at the discretion of the Archbishop. However, in general, the policy is as follows:

1. Partial days (late opening or early closure of the *Parish, School or Archdiocesan Entity*), is paid as a full day worked for all employees normally scheduled;
2. *School personnel* whose schedule is based on the school's calendar (instructional and non-instructional) are paid according to their normal compensation schedule. Time missed because of closure for storms is made up by additional days scheduled for classes in order to complete the full year's attendance requirements.
3. First full day of closure in hurricane season (June 1 – November 30) of the *Parish or Archdiocesan Entity, or for School personnel not scheduled on the School calendar* is paid as a holiday for all employees normally scheduled to work. Any employee already scheduled for vacation is paid from vacation pay. Any employee on leave is paid according to the compensation requirements of the leave time.
4. Second, third or subsequent full days of closure of the Parish or Archdiocesan Entity or for School personnel not scheduled on the School calendar in hurricane season, the employee selects accrued vacation time or unpaid time. Exempt staff with less than a week's available vacation time may need to be advanced vacation pay up to one week of absence due to closure. Consult with Archdiocesan Human Resources Office for any questions.
5. Employees, exempt or non-exempt staff, wishing to take off additional time before or after a named storm or disaster emergency may do so using accrued vacation time or unpaid time, with the approval of their supervisor.
6. Management holds the responsibility to secure their areas of responsibility before the storm and to assist in re-opening the buildings and staffing programs as needed.
7. In the event of personal injuries or illness or other urgent need related to the natural disaster, employees may access sick time or any other leave available by law.

Initial: July 1, 2013

Current: July 1, 2013