

VACATIONS

Full-time employees (those working 25 hours a week or more) earn vacation. Employees begin to accrue vacation as soon as they begin work. They may use vacation as they earn it.

40-hour workweek (Parishes only)

An annual vacation is important for rest and renewal. The length of vacation time is determined by years of full time employment with the Diocese of Oakland and its entities. Up to 5 years of service with other Dioceses or with Catholic institutions listed in the Official Catholic Directory will be considered in calculating the rate of vacation accrual. Employees who work 40 hours per week accrue vacation with pay as follows:

- 0 up to 7 years of service = 15 days per year = 1.25 days per month = 10.00 hours per month
- 7 up to 15 years of service = 20 days per year = 1.67 days per month = 13.36 hours per month
- 15 years and over = 25 days per year = 2.08 days per month = 16.64 hours per month

Employees who work from 25 to 40 hours per week accrue vacation at a prorated basis. Employees working less than 25 hours per week are not eligible for paid vacation.

All vacation must be pre-approved by the Pastor/Parochial Administrator/Parish Life Director, taking the desires of the employee, the workload of the Parish and the requests of other employees into consideration. Employees cannot unreasonably be denied earned vacation that falls within the cap or required to take vacation at a specific time without adequate prior notice.

Authorized holidays falling within an employee's vacation period will not be charged as vacation. Vacation pay will not be given in lieu of vacation, except upon termination.

Employees will not accrue vacation while on leave without pay.

The maximum amount of vacation time any employee can accrue is 240 hours. Employees who work between 25-40 hours/week accrue their vacation cap at a prorated basis. When an employee reaches the 240-hour cap, no additional vacation time will be earned until the accrued total drops below the 240-hour maximum.

Employees will be notified at least quarterly of their vacation balance. Ten and eleven month employees earn vacation on a prorated basis.