

VACATIONS

37.5-hour workweek (Chancery and/or Parishes)

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 37.5 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 = 9.38 hours per month
- 7 up to 15 years of service = 20 days per year = 1.67 days per month = 12.50 hours per month
- 15 years and over = 25 days per year = 2.08 days per month = 15.62 hours per month

Employees working from 25 to 37.5 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 Division/Department Director or the Pastor/Parochial Administrator/Parish Life Director, taking the desires of the employee, the workload of the department or parish and the requests of other employees into consideration.

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 225 hours. Employees who work between 25-40 hours/week accrue their vacation cap at a prorated basis. When an employee reaches the 225-hour cap, or pro-rated cap no additional vacation time will be earned until the accrued total drops below the 225-hour maximum.

Employees will be notified at least quarterly of their vacation balance.

Ten and eleven month employees earn vacation on a prorated basis.

Accrued Vacation Pay Out at Time of Termination from a Site of Employment

When an employee terminates employment at any site in the diocese, even if moving to another site in the Diocese, he/she is to be paid for any accrued and unused vacation.