



DIOCESE OF SAINT PETERSBURG

DIOCESAN POLICY FOR Paid Time Off Policy

VALUES

- + **Human Dignity** – We recognize each employee as a beloved child of God and seek to honor their physical, emotional, and spiritual well-being.
- + **Stewardship of the Whole Person** – We support a healthy balance between ministry, work, family, and personal renewal, encouraging time for rest and reflection.
- + **Solidarity** – We Walk together as one family in Christ, fostering a culture of mutual support, compassion, and care for one another.
- + **Justice and Fairness** – We uphold just labor practices that provide equitable time off to ensure employees are not overburdened and can care for themselves and their families.
- + **Family Life** – We support the foundational role of family and promote time away from work that allows employees to strengthen their family bonds.
- + **Sabbath Rest** – Inspired by God's example of rest on the seventh day, we affirm the importance of periods of rest to renew one's strength and deepen one's relationship with God.

POLICY

It is the policy of the Diocese of Saint Petersburg that full-time employees begin accruing Paid Time Off (PTO) immediately upon hire. While accrual begins on the first day of employment, employees are eligible to use accrued PTO only after completing ninety (90) days of continuous employment. Employees are granted and are eligible to use a set number of PTO hours per year. PTO is accrued on a calendar year basis (January through December). This policy does not apply to contract instructional employees.

ADMINISTRATION

Eligibility

This policy applies to all full-time, benefits-eligible employees of the Diocese of Saint Petersburg, including parishes, schools, and diocesan entities. Contract instructional employees are excluded from this policy.

- **Full-Time Definition:** Employees regularly scheduled to work thirty (30) hours or more per week are considered full-time and eligible to accrue Paid Time Off (PTO).
- **Part-Time, Temporary or Seasonal Employees:** Temporary, seasonal, and occasional employees are not eligible for PTO benefits.
- **Inter-Diocesan Service:** Verified years of service with another Catholic diocese or affiliated Catholic entity will count toward PTO accrual rates, recognizing continuity of service within the broader Church. Verified approval will be given by the Executive Director of Human Resources or the Chancellor for Administration.

Scheduling and Supervisor Approval

PTO may be used at the employee's discretion, provided it does not conflict with work schedules and has received prior approval from the employee's immediate supervisor. Employees are asked to schedule paid time off as early as possible in the work year to allow for adequate planning, including arrangements for substitute personnel if needed.

Advance Use of PTO

To provide flexibility in scheduling, employees who have completed 90 days of continuous service may request to use PTO in advance of accrual. However, the amount taken in advance may not exceed what the employee is projected to accrue in the current calendar year.

Use Expectation and Carryover

To support a healthy work-life balance, employees are expected to use all PTO they accrue within the year it is earned. The amount of PTO that may be carried over into the next calendar year is limited to the employee's annual maximum accrual for the new calendar year, unless otherwise required by applicable law. The maximum accrual limits are based on an employee's years of service and are listed in the PTO accrual schedule. Any accrued but unused PTO hours that remain in an employee's PTO bank at the end of a calendar year in excess of the employee's annual maximum accrual for the next year will be forfeited at year-end, will not carry over into the new calendar year, and will not be cashed or paid out at year-end for an employee who remains employed ("use it or lose it"). For example, an employee entering their 5th year has an annual maximum accrual of 96 hours for their 5th year; therefore, they cannot carry more than 96 hours over from their 4th year into their 5th year. To the extent the employee had more than 96 accrued but unused PTO hours at the end of their 4th year, those excess hours will "fall off" and be forfeited at year-end. No accrued but unused PTO will be paid out or cashed out to any employee who remains employed with the employing entity. PTO payout is only available to employees at separation of employment, subject to the terms of the policy below.

PTO Payout at Termination

Unused accrued PTO is compensable upon termination of employment, provided the employee meets the following eligibility criteria:

- Has completed at least one (1) year of continuous service, and
- Provides proper written notice:
 - At least four (4) weeks' notice for salaried employees
 - At least two (2) weeks' notice for hourly employees

PTO cannot be used during the notice period, as employees are expected to be present to support a smooth transition and fulfill final responsibilities. Upon termination, employees may receive payment for unused, accrued PTO—up to the maximum accrual amount based on years of service (see accrual chart below)—if they meet the above eligibility requirements.

PTO Payout Upon Change in Employment Status

If an employee changes from full-time to part-time status, they may request a payout of accrued PTO. Alternatively, for the remainder of the calendar year during which their status changed, the employee may continue to use their accrued PTO hours while in part-time status. However, all accrued PTO still unused at year-end will be forfeited, including any PTO the employee accrued while working in full-time status.

PTO Use for Sick Time

In addition to our sick time policy, if an employee becomes ill or injured and has exhausted their available sick leave, they may use any remaining PTO to cover the absence. PTO used for this purpose must be requested and approved in accordance with standard leave procedures, and medical documentation from a licensed healthcare provider may be required for absences exceeding the allowable limit under the attendance policy.

Employees who believe they may need a reasonable accommodation in connection with this policy (or any other policy) should contact **the Human Resources Ministry** at HRServices@dosp.org to discuss.

PTO Accrual Schedule and Years of Service

For the purposes of PTO calculation, **years of service** are based on the total number of years worked for any diocesan entity. Service with other dioceses will also count toward years of service, provided employment can be verified through official records. Verification of years of service is required before PTO accrual rates are adjusted.

PTO is credited to employees with each paycheck. Accruals are based on the employee's normally scheduled work hours (37.5 or 40 hours per week) and their payday frequency (weekly, biweekly, or semi-monthly), as outlined in the table:

Table 1: PTO Accrual Schedule

12-Month Employees	Days	Hours Accrued Annually		Hours Accrued Semi-monthly (24 pays)		Hours Accrued Bi-weekly (26 pays)		Hours Accrued Weekly (52 pays)	
		37.5 Hour Week	40 Hour Week	37.5 Hour Week	40 Hour Week	37.5 Hour Week	40 Hour Week	37.5 Hour Week	40 Hour Week
0-3 Years	10	75.00	80.00	3.13	3.33	2.88	3.08	1.44	1.54
4-6 Years	12	90.00	96.00	3.75	4.00	3.46	3.69	1.73	1.85
7-9 Years	15	112.50	120.00	4.69	5.00	4.33	4.62	2.16	2.31
10-12 Years	18	135.00	144.00	5.63	6.00	5.19	5.54	2.60	2.77
13-15 Years	21	157.50	168.00	6.56	7.00	6.06	6.46	3.02	3.23
16+	25	187.50	200.00	7.81	8.33	7.21	7.69	3.61	3.85

Supervisor Responsibilities

Supervisors are responsible for monitoring and approving employee PTO usage, maintaining accurate records, and ensuring compliance with this policy. Improper use of PTO or failure to follow the notice and approval procedures outlined above may result in the denial of PTO requests or forfeiture of PTO payout eligibility.

Executive PTO Allotments

For certain executive positions, the initial PTO allotment may be determined at the discretion of the Employer based on the responsibilities of the position and terms of employment.

Glossary of Terms-

- **PTO:** Paid Time Off – accrued leave for personal use.
- **Accrual:** The process of accumulating PTO over time.
- **Semi-monthly:** Twice per month (24 pay periods per year).
- **Bi-weekly:** Every two weeks (26 pay periods per year).

Policy Status: Normative

Effective Date: January 1, 2026

Last Reviewed: November 5, 2025

Approved by:


Bishop of Saint Petersburg

Policy Status Definitions

Mandated: This is a policy required by Canon law, Civil Law or by the Bishop. It means that there may be no exemptions or exceptions. [Expectation: Mandated will be a status rarely given]

Normative: This is the policy of the diocese, and an entity (parish, school or diocesan entity) must be accepted and implemented as written. If one of the entities is going to not be able to abide by this normative policy, they will need to submit the request in writing and then meet with the Bishop (or his designate) to explain why they are not following the policy of the diocese, why an exemption should be considered, and what course of action they plan to follow instead of the normative policy. If the exemption is granted, they must follow the directive given by the Bishop or his designate as to what course of action is acceptable. If the exemption is not granted, then the entity must follow the normative policy exactly as written. (Most policies will either be normative or Best Practices/Recommended).

Recommend/Best Practice: This is policy or procedure the individual may or may not implement. However, if they do choose to follow it, this describes the best practice. Any “departmental policy” not approved by the bishop is considered a best practice. (Most policies will either be normative or Best Practices/Recommended).