ROMAN CATHOLIC DIOCESE OF ST. PETERSBURG

Time Off Policy

Revised & Effective as of

July 1, 2021

PTO policy reference added 11/2026

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Effective Date: 07/01/2018
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Holiday Leave (Not applicable for Contract Instructional Employees)

The following thirteen (13) days are recognized as paid holidays:

New Year's Day (Federal)
Martin Luther King's Birthday (Federal)
Presidents Day (Federal)
Good Friday
Memorial Day (Federal)
Juneteenth (Federal)
Independence Day (Federal)
Labor Day (Federal)
Veterans Day (Federal)
Thanksgiving Day (Federal)
Day after Thanksgiving
Christmas Eve
Christmas Day (Federal)

As ministers of the church, it may be impossible to take a vacation or a holiday listed above. In these cases, staff members should arrange with their supervisors for an alternative date.

If a holiday occurs when an employee is on vacation, the day will not be charged as a vacation day. If a holiday occurs on a part-time employee's regularly scheduled workday, the employee shall be paid for that holiday. Employees not regularly scheduled to work on the day on which a holiday falls are not paid holiday pay. If a holiday falls on a weekend, either the Friday before or the Monday after (whichever is closest) will be taken as the holiday.

Paid Time Off:

PTO policy available on the DOSP website:https://www.dosp.org/humanresources/benefits/

Sick Leave

Short-term absences from the workplace occur, from time to time, for reasons related to the illness of an employee, a member of their immediate family or for doctor appointments. The intent of this policy is to allow time for these absences with no interruption to the employee's pay. In these instances, the requested sick leave is to be approved by the employee's supervisor and the employer reserves the right to require evidence of the illness.

Eligible employees who have successfully completed 30 days of continuous employment are eligible for paid sick days. Sick days are earned on a calendar year basis (January through December), and are accrued with each pay check, per the schedule below. The schedule shows the calculation for 37.5 hour and 40 hour weeks, as well as the following pay cycles: weekly, biweekly, and semi-monthly.

	Hours Accrued Annually		Hours Accrued Semi-monthly (24 pays)		Hours Accrued Bi-weekly (26 pays)		Hours Accrued Weekly (52 pays)	
Sick Days Annually	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
10	75.00	80.00	3.13	3.33	2.88	3.08	1.44	1.54

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Sick-time for benefit eligible part-time employees will be prorated on the basis of the employee's average workweek.

If an employee has at least one (1) year of service and terminates employment, he/she will be entitled to be paid half of his/her accumulated sick time to a maximum of fifteen (15) days. Employees may accumulate up to thirty (30) sick days.

Family and Medical Leave

1. An employee who has worked at least twelve months for an entity in the diocese and who has accumulated at least 1,250 hours during the twelve months preceding the date that the leave is requested to begin is eligible for these benefits.
2. A leave may be requested for up to twelve weeks during a rolling twelve-month period from the date that a previous leave began.
3. Married couples who are both employed within the diocese will be limited to 12 weeks total between them unless the leave is required for the personal illness of one or both of the employees or a child, in which case each would be eligible for a 12 week leave period.
4. Family and Medical Leave are considered to be leave without pay; however, employees may use accumulated paid vacation and sick time for any time off to allow continuation of pay.
5. Family Leave may be requested for the following reasons:
   - because of the birth of a child to the employee
   - because of adoption of a child by the employee
   - because a child has been placed with the employee for foster care
   - to care for the spouse, child, or parent of the employee, if the spouse, child, or parent has a serious health condition
6. Eligibility for leave for the birth, adoption or placement of a foster child expires 12 months from the birth, adoption or placement of the child.
7. Medical Leave may be requested for a serious health condition that makes the employee unable to perform his or her job duties. A serious health condition is considered to be an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a health care provider.
8. Employees who are requesting the leave for health reasons must provide medical certification of the need for the leave and the probable duration of the leave; they must also provide medical documentation of their ability to return to work at the conclusion of the approved leave.
9. The request for leave must be in writing and should be presented to the employer at least thirty days in advance of the requested departure date when practicable. The Diocese will continue health insurance coverage during an approved leave under the same terms and conditions as if the employee had continued working. If the employee fails to return to work following the approved leave, however, their "Last Day Worked" date will be considered to be their first day of leave.
10. Employees on Family or Medical Leave will not continue to accumulate service time or benefits while on leave.

Bereavement Leave

In cases of a death in the immediate family, an employee will be granted a paid absence of up to three (3) days if necessary, for the purpose of attending the funeral and attending to local arrangements. If the funeral is out of state, five (5) days will be provided. The employee's immediate family is understood as

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being the employee's spouse, children, parents, grandparents, brothers and sisters, and in-laws such as mother, father, brother, or sister. All employees are eligible for funeral leave at the time of their hire.

Military Leave

Full-time employees will be granted a military leave of absence to engage in a temporary tour of duty with the National Guard or Reserve unit of any recognized branch of the military service. Employees participating in such temporary leaves shall be paid the difference between their military pay and their salary, if the military pay is less, for up to ten working days per event.

FMLA may be taken by an employee in the event of a Military Deployment by a spouse (see FMLA). Appropriate notice shall be given and rehire and reemployment will be according to the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994.

A military leave of absence must be approved by the employee's immediate supervisor and the Pastor. Records of military leaves of absence will be maintained in the employee's personnel file.

Jury Duty

Employees are encouraged to cooperate in performing their civic responsibilities by serving in the jury system when requested. Recognizing that this service could result in being a financial burden, employees will be paid the difference between their Jury pay and regular salary/wage. Employees who are selected for jury duty should immediately notify their immediate supervisor. Records of their service will be maintained in their personnel file.

Spiritual Retreats

Members of religious congregations and clergy who are employed by the Employer are expected to participate in a retreat at least once a year. Due to the nature and mission of the church, all lay staff are encouraged, annually, to participate in a spiritual retreat.
The cost may be shared between the employee and the employer. Depending upon the specific circumstances, time off and/or financial assistance may be provided at the discretion of the employer. To request time off and financial assistance see your Supervisor.

Domestic Violence Leave Law

Effective July 2007 the State of Florida requires all employers with more than 50 employees to grant eligible employees up to three days unpaid leave to deal with issues of domestic violence.
Domestic violence is defined as "any assault, aggravated assault, battery, aggravated battery, sexual assault, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offence resulting in physical injury or death of one family or household member by another family or household member."

The Roman Catholic Diocese of St. Petersburg will grant unpaid Domestic Violence Leave up to three days in a "rolling" 12 month period, measured backward, to an eligible employee if the employee or a family or household member has been a victim of domestic violence. Eligible employees are those who have completed three months employment.

For the purpose of this policy, eligible family and household member is defined as spouse, former spouse, persons related by blood or marriage, persons who presently or previously reside together as if

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a family in the same single dwelling unit, and persons who are parents of a child in common regardless of whether they have been married.

The purpose of Leave is to:

- Seek an injunction for protection against or in cases of dating, domestic, sexual and repeat violence.
- Obtain medical care and/or mental health counseling to address physical or psychological injuries resulting from the act of domestic violence.
- Obtain services from a victim-services organization;
- Make the employee's home safe/secure from the perpetrator or to seek new housing.
- Seek legal assistance or attend and prepare for court-related proceedings concerning the situation.

Employees must request leave 24 hours advance, unless in imminent danger. Requests must include sufficient documentation including, but not limited to, a report by a law enforcement official, a domestic violence shelter, and/or a medical care or mental health professional Information is considered confidential to the extent directed by statute.

Employees may use any accrued leave benefits concurrently with Domestic Violence Leave.

To request leave contact any member of management or Human Resources .

The Roman Catholic Diocese of St. Petersburg will not deny, restrain, or interfere, with covered employee's rights to take Domestic Violence Leave. We will also not discharge or discriminate against employees who take leave related to domestic or sexual violence.

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Employee Acknowledgement Form

This Time Off Policy contains important key time off policies, benefits, and expectations of the Roman Catholic Diocese of St. Petersburg as well as other information that you will need. By signing below, you acknowledge the following:

I understand that this policy cannot contemplate every possible situation that I may encounter at the Roman Catholic Diocese of St. Petersburg. Accordingly, I will contact Human Resources if I have any questions about the policies or procedures contained in this booklet.

I understand that this policy is not a contract or legal document, nor is it an invitation to contract.

I understand and acknowledge that there may be changes to the policies, benefits and expectations in this booklet. There also may be additions to these policies. The only exception is that the Roman Catholic Diocese of St. Petersburg's employment-at-will policy will never be changed. I understand that policy changes can only be authorized by the Senior Pastor of the Church.

I understand that it is my responsibility to read this policy. I acknowledge, understand, accept and agree to comply with the information contained in this policy.

I also understand that a copy of this signed form will be kept in my personnel file.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____



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