

LEAVE FOR ILLNESS OR PERSONAL REASONS

Contracted Employee/Faculty Sick Leave.

Contracted employees/faculty are entitled to ten (10) full days of sick leave without salary deductions during each school year. Sick leave shall only be granted for necessary absence due to illness or injury of the employee or the employee's immediate family. In the case of immediate family, the employee shall be expected to arrange for care as soon as practical. Contracted employees may accrue five (5) unused sick leave days each year up to a maximum of sixty (60) days. For unapproved absences, deductions may be made from the employee's salary at the rate of 1/190 of the annual salary for each day of absence. Any employee who abuses sick leave is subject to corrective action. There is no reimbursement for unused days at the time of termination of employment.

Principal Sick Leave.

Principals are entitled to twelve (12) days of sick leave without salary deductions during each school year. Sick leave shall only be granted for necessary absence due to illness or injury of the principal or the principal's immediate family. In the case of immediate family, the principal shall be expected to arrange for care as soon as practical. Principals may accrue five (5) unused sick leave days each year up to a maximum of sixty (60) days. For unapproved absences, deduction may be made from the principal's salary at the rate of 1/220 of the annual salary for each day of absence. Any employee who abuses sick leave is subject to corrective action. There is no reimbursement for unused days at the time of termination of employment.

Staff (Non-contract Employees) Sick Leave.

A non-contract employee is entitled to one day per month of sick leave without salary deductions during each school year. Sick leave shall be granted for the personal illness of the employee and serious illness in the immediate family of the employee. There are no limits on accumulation. Sick leave days may be used only for doctor verified illness. For unapproved absences, deductions may be made from the employee's salary at the rate of one day of salary for each day of absence. In special personal circumstances, the principal/administrator may extend the period of salaried sick leave. There is no reimbursement for unused days at the time of termination of employment.

Personal Leave

With the approval of the principal, full time contracted employees are entitled to two (2) full days of personal leave without salary deductions during each school year. Employees must request the time off and give the principal sufficient time to arrange for a substitute, if this is necessary. Personal days may be taken with the exception of the following:

1. Diocesan Education Days,
2. The day before or after a holiday,
3. During parent-teacher conferences, or
4. If it would cause a hardship to the school, e.g. during the first or last two (2) weeks of school.

Personal leave is not cumulative.

Holidays:

Holidays for contract employees are governed by the approved school calendar.

Holidays for staff are determined by the principal with the employee. They usually follow the school calendar but if an exception is made it must follow the guidelines in the Pastoral Directives, 2009 Directives. Part-time employees’

benefits are pro-rated based on the number of hours worked per week and the number of weeks worked per year.

Vacation Days:

There are no vacation fays for contracted employees other than those included in the school calendar.

Guidelines from the *Pastoral Directives, 2009* Directive of the Diocese of Salt Lake City apply to all non-contract employees and are pro-rated for part-time employees. The following guidelines apply.

Less than 5 years of employment	10 days
5 – 10 years of employment	15 days
10+ years of employment	20 days

Accrual may be made up to 30 days. Days exceeding 30 are forfeited.

Upon termination of employment an employee forfeits all of their accrued vacation in excess of the maximum accrual of 30 days; however, payment will be made for the remaining accrued vacation balance.

All other Categories of Leave:

Family and Medical Leave

Employees may be granted leave under the provision s of the Family and Medical Leave Act of 1963 as amended (FMLA). Guidelines and procedures to be followed are set forth in the *Diocesan Pastoral Directives, 2009*.

Funeral Leave

In the case of death in the immediate family, e.g., grandparents, parents, spouse, children brothers and sisters, time off will be given with pay to handle necessary arrangements and to attend the funeral. Funeral leave will also be given to employees to attend the funeral of extended family and friends. The principal may grant additional time off if there are unusual circumstances or special considerations.

Jury Duty

Employees will be granted leave for jury duty without loss of salary. If an employee reports to the court for jury duty and is excused for the day, he/she shall return to the school within a reasonable time

Military Leave/Deployment

The “Uniformed Services Employment and Reemployment Rights Act,” (USERRA) provides job protection and rights of employees who participate in the National Guard and Reserve, The USERRA must be followed for any Catholic school employee. Guidelines and procedures to be followed are set forth in the *Diocesan Pastoral Directives, 2009*

Basis for Pro-rating

Fulltime employees for the Pastoral Center/Parish/School would be 52 weeks, 37.5 hours per week. Part-time employees would be pro-rated based on this.

Policy 2510 continued

School employees who are not on contract would be pro-rated on either 180 days, 190 days or 220 days depending on the job. For example: para-professionals working with a teacher might be 180 or 190 days. A secretary working with a principal might be 220 days.