

Diocese of Marquette

SUPPLEMENTAL PERSONNEL POLICIES FOR PARISHES

May be adopted by each Parish at its option. Those adopted must be compiled by the Parish and an Acknowledgment of Receipt signed by each Parish employee. If Supplemental Policies are adopted, they are to be read together with the mandatory policy handbook, Diocese of Marquette Personnel Policies for Parishes.

Section H: ABSENCES

5. **Vacation.** *(Optional)*

All regular full time and part time employees, who work twenty or more hours per week, are eligible for paid vacation.

Accrual of vacation begins from the first day of employment. No vacation may be authorized until the employee has completed three months of employment. Vacation time is accrued for all permanent full time employees as follows: *(fill in the blanks for your parish)*

First Year	_____	hours
2 - 10 th year	_____	hours
11 th - following years	_____	hours

(As an Example: Full time Diocesan Personnel receive 10 days after the first year; 15 days in 2nd-10th years; and 20 days the 11th year and following.)

Part time employees working twenty hours or more per week accrue a fraction of the vacation days accrued by full time employees. The fraction is the average number of hours the part time employee works, divided by the hours in the normal work week (e.g. 40). This fraction is then multiplied by the number of vacation days the employee would accrue based on years of service if full time.

During the first year of employment, the number of vacation days accrued will be a fraction of the days accrued according to the schedule. The fraction is the number of weeks the employee works during the first year divided by 52. This fraction is then multiplied by the number of vacation days the employee would accrue as set forth in the schedule above.

Employees must take at least a portion of their annual vacation each year. A year for measuring vacation accruals begins with January 1 and ends on December 31. Up to _____ vacation days may be carried over to the next calendar year. All other unused days are forfeited without pay. If employment is terminated with at least one-month notice, employees will be paid for unused vacation days accrued as of the date of termination.

Vacations are scheduled so that the needs of the parish are continually met. Requests for vacation must be received at least two weeks prior to the desired date and must involve at least one-half day absence from work. Holidays that fall within a vacation are not counted as a vacation day used.

6. **Sick Leave.** *(Optional)*

- a) Each full time employee is entitled to sick leave of (1/2 - 1, select a number) day per month leave with pay, for each full month worked, with a maximum accumulation of _____ days. No payment for unused sick leave will be given upon termination of employment.

An employee may use sick leave for his or her own illness or to attend to the illness of the employee's immediate family. "Immediate family" for the sick leave policy includes the employee's spouse, children, parent or any relative living in the employee's home.

"Illness" includes illness, pregnancy or related illness, injury, exposure to contagious disease endangering others, doctor or dentist appointments or for other similar absences that are approved by the supervisor. The parish may require a doctor's statement relative to any illness of five (5) or more consecutive working days.

- b) During an illness in excess of five (5) days, the employee will notify the employer in writing as to probable length of absence.
- c) Part time employees working twenty (20) hours or more per week are granted sick leave prorated on the basis of hours worked per year.

7. **Holidays.** *(Optional)*

All full time employees and regular part time employees of the parish will be allowed to take off, with pay, the following holidays when they fall on a normal workday. Regular part time employees will receive pro-rated holiday pay on the basis of hours worked per year divided by _____ hours. *(Total work hours per year for a full time employee)*

The holidays are: *(insert a list of holidays applicable for your parish)*

(For example: Diocesan Personnel receive the following holidays)

Assumption, August 15th

All Saints Day, November 1st

Immaculate Conception, December 8th

New Years Day

Good Friday

Easter Monday

Memorial Day
Independence Day
Labor Day
Thanksgiving Day and the day after Thanksgiving
Christmas Eve Day and Christmas Day

When the holiday falls on a Sunday, it is observed on the following Monday. When it falls on a Saturday, it is observed on the preceding Friday. Holy Days are to be taken off only when they fall on a workday.

8. **Funeral Leave.** *(Optional)*

For the funeral leave policy, the employee's immediate family includes, spouse, children, stepchildren, foster children, parents, stepparents, foster parents, grandparents, grandchildren, sisters and their spouses, brothers and their spouses, mothers-in-law, fathers-in-law, sons-in-law, daughters-in-law, or any other relative of the employee or spouse residing in the household of the employee.

In the event of a death in the immediate family of an employee who has completed 90 days of employment, the employee is entitled to five (5) paid work days of funeral leave for the funeral of a parent, spouse or child. If additional time off is required, the employee may use vacation or sick time with the approval of the supervisor.

In the case of the death of other members of the immediate family, the employee is entitled to paid leave of three (3) days to attend the funeral if the funeral is within the Upper Peninsula of Michigan and five (5) days if the funeral is outside the Upper Peninsula.

The employer does not need to provide paid funeral leave if the employee chooses not to attend the funeral.

Employees who have not completed 90 days of employment would be allowed the same amount of funeral leave but without pay.

3. **Optional Benefits Available to Employees Scheduled to Work 20 Hours or More per Week**

c) **Dental Insurance.**

Employees are eligible for dental insurance in accordance with the plan administered by Delta Dental Plan of Michigan. The parish pays ____% of the premium cost for the dental plan for full time employees and _____ (*indicate if family coverage is paid*).

d) **Disability Benefits.**

Employees are provided the protection of accident and sickness disability benefits. Premiums for this program are paid by the parish.

Short Term Disability Benefits - Subject to the utilization of accumulated sick leave or the expiration of ten (10) consecutive business days, whichever is greater, an eligible employee may receive short term disability benefit payments for total disability at the rate of 66-2/3% of covered monthly salary. Short-term disability benefits are payable for a maximum of six months.

Long Term Disability Insurance. Subject to the utilization of accumulated sick leave and the expiration of 180 consecutive calendar days, an eligible employee may receive long term disability benefit payments to the attainment of age 65 at the rate of 60% of covered monthly salary.

Copies of the above mentioned benefit plans are provided to the employee at the time an employment offer is made.

f) **Life Insurance.**

Employees are provided life insurance in accordance with the master contract or certificate. Premiums for this program are paid by the parish.

g) **Optional Employee Paid Benefits**

Vision & Life Insurance

Optional vision and life insurance policies are available through Michigan Catholic Conference at full cost to the employee through payroll deduction.

403(b) Plan

Optional 403(b) Plan is available through Prudential through employee contributions only.