

Vacation

The parish provides vacation leave for eligible employees to enable them to have time for rest and renewal away from the workplace.

HR 86. Employees working at least twenty hours per week are entitled to vacation leave. Accrual for vacation leave is determined by years of employment as a regular employee with any parish, school or agency that is part of CCAS. Accrual is computed in the following manner:

YEARS OF REGULAR, 40 HOURS PER WEEK (see policy below for part-time), EMPLOYMENT	VACATION ACCRUAL
Beginning of employment through completion of 2 years	10 days (80 hours) per year
Beginning at 3 years	12 days (96 hours) per year
Beginning at 5 years	15 days (120 hours) per year
Beginning at 6 years	16 days (128 hours) per year
Beginning at 7 years	17 days (136 hours) per year
Beginning at 8 years	18 days (144 hours) per year
Beginning at 9 years	19 days (152 hours) per year
Beginning at 10 through completion of 15 years	20 days (160 hours) per year
Beginning at 16 years	21 days (168 hours) per year
Beginning at 17 years	22 days (176 hours) per year
Beginning at 18 years	23 days (184 hours) per year
Beginning at 19 years	24 days (192 hours) per year
Beginning at 20 or more years	25 days (200 hours) per year

HR 86b. Employees working at least twenty hours per week, but less than forty, are eligible for the same rate of vacation accrual, prorated according to their work week. For example, if an employee regularly works three full days (3/5 of a week,

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- or .6 FTE) per week, he/she would begin accruing vacation at a rate of six days per year (.6 x 10 days per year [.6 x 80 hours= 48 hours]).
- HR 86c. Employees working twenty or more hours per week hired during a year will accrue vacation bi-weekly, based on their date-of-eligibility, until the end of that calendar year. Thereafter, vacation will accrue bi-weekly based on the calendar year (January through December). For example, a new full-time employee hired on July 1 accrues forty hours of vacation through December 31. The following calendar year the employee accrues eighty hours of vacation throughout the course of the year.
- HR 86d. Vacation may not be taken prior to six months of employment, unless approved in advance by the supervisor during the hiring process. If a new employee leaves employment prior to the end of six months, the employee is not eligible for vacation pay. After six months of employment, with supervisory approval, vacation may be taken before it is earned, resulting in a negative leave balance. The taking of vacation leave before it is accrued constitutes an advance or draw on wages. However, employees may not have a negative leave balance at the end of the calendar year.
- HR 86e. If an employee terminates with a positive balance of vacation hours, and has worked longer than six months, he/she will be compensated for unused vacation hours/days at their rate of pay on the last day worked.
- HR 86f. The maximum amount of vacation carry-over allowed from one calendar year to the next is the equivalent of the current year's accrued vacation time. For example, employees earning three weeks per year are able to carry over a maximum of three weeks from one calendar year to the next.
- HR 86g. Employees will lose vacation time that exceeds the maximum amount allowed unless authorized in writing in advance by the supervisor and the canonically appointed leader.
- HR 86h. Employees begin accruing vacation at the higher rate on the anniversary date of their employment.
- HR 86i. If a parish-observed holiday occurs during an employee's scheduled vacation, that day is not counted as a day of vacation.
- HR 86j. Employees who become ill during their scheduled vacation period may charge the time to sick leave rather than to vacation.
- HR 86k. Employees who are granted an unpaid leave of absence may elect to retain their accrued vacation rather than be paid, provided such election does not violate the carry-over provision of this policy.
- HR 86l. Vacation continues to accrue during paid sick and vacation leave. It does not accrue during long-term disability, workers' compensation, any unpaid portion of Family Medical Leave, or periods of personal leave without pay.
- HR 86m. Employees who change from full-time to part-time will carry-over vacation hours accrued while in a full-time status. However, on the effective day of part-time status (20 hours or more), the accrual rate will begin to be pro-rated accordingly. If the part-time status is less than 20 hours per week, the employee will not accrue

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any vacation hours and the vacation hours that have been accrued but not used will be paid.

- HR 86n. Employees whose schedules are reduced during the year, and whose vacation balance exceeds the allowed carryover for their new hours at the end of the year, will be paid out the portion of the excess that was earned while the employee was working the higher FTE.
- HR 86o. Terminated employees who are re-hired by a parish, school or agency of CCAS within twenty-four consecutive calendar months of working in the same or another CCAS parish, school or agency will be able to use previous years of work as a regular employee in determining their rate of vacation accrual.
- HR 86p. Employees must request vacation time and dates sufficiently in advance of the actual vacation to ensure that office scheduling needs are met. Approval of vacation is at the sole discretion of the supervisor.
- HR 86q. Employees must use a minimum of fifteen minutes for any vacation used.
- HR 86r. Vacation that has been accrued but not taken will be paid with the final paycheck, or as soon as administratively feasible, upon termination of employment with the parish.

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