



Archdiocese of Atlanta  
**SICK LEAVE ACCRUAL**

**Parishes, Catholic Charities, Catholic Housing Initiatives, Catholic Foundation of North Georgia and the Chancery**

1. Sick leave accrues from the date of hire for employees scheduled to work at least 20 hours per week, but no less than 1,040 hours annually.
2. Sick leave accrues at a rate of 0.046154 for all hours worked. Nonexempt employees will accrue sick leave for all hours worked. **(Ex.  $0.046154 \times 1,040$  total hours worked = 48 sick hours accrued for the year.)** Exempt employees will accrue based on the number of scheduled hours.
3. Paid sick leave does not accrue while on leave such as FMLA, STD, LTD, etc. When employee returns from leave, accrual will begin on a prorated basis.
4. Accrued, unused sick days at December 31 of each year may be carried over indefinitely.
5. A maximum of 60 days may be carried over from year to year.
6. Sick days accrue throughout the year even if employee starts the year with 60 carried over days.
7. The maximum paid sick days per year are 72 days.
8. Paid sick leave up to the amount to be accrued for a year may be taken before it is accrued. Time cannot be borrowed from a future accrual year. At termination, any used sick time not yet accrued will be deducted from the final paycheck.
9. Accrued but unused sick leave will not be paid at termination.
10. Temporary employees are not entitled to sick leave.
11. Sick leave for the members of the Archbishop's Secretariat is not tracked.



## VACATION TIME ACCRUAL

### **Parishes, Catholic Charities, Catholic Housing Initiatives, Catholic Foundation of North Georgia and Chancery**

1. Employees scheduled to work at least 20 hours per week, but no less than 1,040 hours annually will accrue vacation hours determined by the number of hours worked.

<u>Years of Service</u>	<u>Accrual Factor X total hours worked = total vacation hours accrued)</u>
0-5 years	0.038462 hours
5 years-10years	0.057692 hours
Over 10 years	0.076923 hours

**(Ex. 1,040 total hours worked x 0.038462 = 40.0 hours of vacation hours earned for the year)**

2. Nonexempt employees accrue vacation hours based on all hours worked. Exempt employees accrue vacation hours determined by the number of scheduled hours.
3. Paid vacation time does not accrue while on leave such as FMLA, STD, LTD, etc. When employee returns from leave, accrual will begin on a prorated basis.
4. Paid vacation time up to the amount to be accrued for a year may be taken before it is accrued. Time cannot be borrowed from a future accrual year. If employee terminated, any used vacation time not yet accrued will be deducted from the final paycheck.
5. No more than 40 vacation hours may be carried over to the following calendar year.
6. Employees working less than 1040 hours per year are not entitled to vacation time.
7. Accrued unused vacation time will be paid out at termination. If an employee is rehired within 6 months, vacation accrual will begin immediately based on the years of service.
8. Temporary employees are not entitled to paid vacation time.

### **Personal Day**

#### **Parishes, Catholic Social Services, Catholic Housing Initiatives, Catholic Foundation of North Georgia and Chancery**

All employees working at least 20 hours per week are entitled to one personal day per year.

### **Compensatory Time Off**

The Archdiocese of Atlanta does not have a Compensatory Time-Off Policy. Nonexempt employees must be paid overtime for actual hours worked beyond 40 in a workweek. Exempt employees are not entitled to additional compensation (through additional pay or additional time off) for hours worked beyond normal scheduled hours.