

**PERSONNEL**

**4151.4**

**VACATION TIME**

For professional employees with 12-month, full-time employment, vacation leave may be determined in the following manner:

1. A new employee is credited with vacation time after satisfactory completion of 90 days of continuous employment. After new employees complete the 90-day probationary period, they are credited with vacation time retroactive to the date of employment.
2. Employees can earn vacation leave based upon the number of creditable years of service as follows:

Creditable Service	Maximum Leave Per Year
Less than 5 years	10 Days per Anniversary Year
5 Years but less than 15 Years	15 Days per Anniversary Year
15 Years on More	20 Days per Anniversary Year

3. Vacations may be taken either as a single period, individual weeks, individual days or half-days, subject to approval by the Pastor. Vacation time may be accrued to a maximum of 30-days. Any vacation time earned beyond this 30-day limit must be used during the calendar year earned or forfeited. In the event of illness, and with the approval of the Pastor, vacation time may be taken as sick leave if the employee has used all sick leave benefits.
4. Should the vacation period include a paid holiday(s), the employee may extend the vacation by another day, or take a day off in lieu of the holiday at some future time, consistent with the workload of the parish.
5. Professional employees retiring during the vacation year shall receive a pro-rated vacation payment for all vacation earned as of the date of retirement.

Policy Revised:  
September 1, 1998

NCD/Bishop of Harrisburg