



Archdiocese of Atlanta
SICK LEAVE ACCRUAL

Parishes, Catholic Charities, Catholic Housing Initiatives, Catholic Foundation of North Georgia, Chancery and non-contractual school employees

1. The Sick Leave Policy provides time off due to illness or injury of the employee.
2. Sick leave accrues from the date of hire for employees working at least 20 hours per week.
3. Sick leave accrues at a rate of 1 day per month for employees working 30-40 hours per week. (day may be 7.5 hours or 8 hours depending on the number of hours hired to work)
4. Part time employees working at least 20 hours but less than 30 hours per week accrue sick leave prorated by the straight time worked per week (paid hours only, not including overtime or leave time).
5. 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.
6. Accrued, unused sick days at December 31 of each year may be carried over indefinitely.
7. A maximum of 60 days may be carried over from year to year.
8. Sick days accrue throughout the year even if employee starts the year with 60 carried over days.
9. The maximum paid sick days per year are 72 days.
10. 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. If employee terminated, any used sick time not yet accrued will be deducted from the final paycheck.
11. Accrued but unused sick leave will not be paid at termination.
12. Temporary employees are not entitled to sick leave.
13. 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. Full time at least 1950 hours per year

0 – 6 months	5 days (accrues but can not be used)
6 months – 1 year	10 days
5 years-10years	15 days
Over 10 years	20 days

2. Part time and full time employees working between 1040 hours/years and 1950 hours/year will accrue vacation time on a prorated basis determined by the straight time worked per week (paid hours only, not including over time or leave time).
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 terminates, any used vacation time not yet accrued will be deducted from the final paycheck.
5. No more than 5 vacation days may be carried over to the next 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 (at least 1,040 hours annually) hours per week are entitled to one personal day per year.

Compensatory Time Off

The Archdiocese does not have a compensatory time off policy.