



## DIOCESE OF SACRAMENTO

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### LAY PERSONNEL

June 29, 2017

To: Bookkeepers and Office Managers  
FR: Anna Schiele  
RE: **Employee Handbook Revisions**

In December we sent out a MEMO with an overview of the Handbook Revisions. One of the revisions was for our Vacation Policy. We have updated the Vacation Policy to reconfigure the allotment of time that is allowed to be banked. The new maximum for vacation balances are to be updated July 1, 2017. Please see the attached policy and overview of the changes below.

#### Overview of Changes:

##### **1. Revised Vacation Policy**

One change to the policy:

- The maximum Vacation Balances have been updated to ensure there is a consistent carry over for the various tiers reflecting years of service.
- The new maximum balances will go into effect July 1, 2017. If your balance is above the maximum established for your years of service you will want to use the time before July 15, 2017 to ensure you can still accrue more vacation hours.
  - New Maximum Vacation Balances:

From date of hire through 5th year of continuous service:	15 days
From 6th year through 10th year of continuous service:	22.5 days
From 11th year through 20th year of continuous service:	30 days
21st year and thereafter:	37.5 days

If you have a question that is not listed please feel free to contact me. I can be reached by phone at 916-733-0240 or by email at [aschiele@sccd.org](mailto:aschiele@sccd.org).

### 31.1 Vacation

Employer recognizes the importance of vacation time in providing the opportunity for rest, recreation, and personal activities and so it provides paid vacation time to regular full-time and regular part-time employees.

Employees are strongly urged to take their vacation within the year it is earned. To ensure employees are taking their allotted vacation time a cap has been placed on the number of unused vacation days that an employee can carry. The cap has been established based upon the vacation accrual rate. Please see the following schedule for the established vacation caps (new caps will be effective July 1, 2017):

From date of hire through 5th year of continuous service:	15 days
From 6th year through 10th year of continuous service:	22.5 days
From 11th year through 20th year of continuous service:	30 days
21st year and thereafter:	37.5 days

An employee may accumulate a maximum up to their correlating cap of unused vacation; he or she must, however, take at least five (5) vacation days per year. Once the cap is reached, no further vacation time will accrue until some is used. When some vacation time is used and the employee's unused balance of time falls back below the cap, vacation compensation will begin to accrue again. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap. No payments will be made in lieu of taking vacation. However employees terminating employment for any reason will receive payment for all accrued, unused vacation time, as required by law.

Regular full-time employees accumulate vacation days on a monthly basis according to the following schedule:

From date of hire through 5th year of continuous service:	.83 days/month
From 6th year through 10th year of continuous service:	1.25 days/month
From 11th year through 20th year of continuous service:	1.67 days/month
21st year and thereafter:	2.08 days/mo.

Regular part-time employees earn vacation on a prorated basis based on the number of regular hours normally scheduled. Occasional part-time and temporary employees are not entitled to time off with pay.

Employees on unpaid leave do not accrue vacation time. If a holiday occurs during an approved vacation period, an employee will not be required to apply vacation time to that day off.

Vacation time must be pre-approved by the employee's supervisor, taking into consideration staffing needs. Leave Request forms for weekly periods of vacation should be submitted at least one month in advance. Leave Request forms for individual days of vacation should be submitted at least one week in advance.

Employer will give credit to rehired employees for purposes of determining vacation benefits, provided the break in service does not exceed 365 days. Under those circumstances, the employee will be credited with all of his or her prior service and a new vacation service date will be determined.