

**DIOCESE OF DES MOINES**  
**Catholic Schools Policies/Regulations**

**STAFF PERSONNEL**

**Leaves**

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all personnel employed by the school be granted the following leaves of absence:

- sick leave and cumulative sick leave
- family medical leave to those who meet the requirements
- personal leave for business which cannot be conducted outside working hours
- funeral leave for members of immediate family
- military leave pursuant to state and federal law
- jury duty

Policy Adopted:            March 19, 1979

Policy Revised:            March 25, 2013

Policy Reviewed:         January 21, 2019

Policy Revised:            July 30, 2021