

**DIOCESE OF DES MOINES**

**Catholic Schools Policies/Regulations**

**NON-LICENSED FULL TIME SCHOOL STAFF**

**Time Off Benefits**

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all non-licensed full time personnel employed by local boards of education/school boards be granted the following paid time off benefits.

Non-Licensed staff includes:

Associates  
Office staff  
Lunchroom staff  
Child Care staff

Full-time employees are defined as working 28 or more hours per week.

1. Full-time employees are entitled to paid holidays.
2. Employees working an academic school year will be eligible only for those holidays recognize in the established school calendar. Employees are not paid for holidays outside their term of employment (example, a ten month employee is not paid for the 4<sup>th</sup> of July).
3. Employees on unpaid leave are not entitled to holiday pay.
4. When a holiday falls on a Saturday, it will be observed on the preceding Friday and when the holiday falls on a Sunday, it will be observed on the following Monday.
5. If, upon the request of the employer, an employee works on an observed holiday, prior arrangements will be made for that person to have an alternative date for the holiday within the work week.
6. If an employee is regularly off on the day a holiday is observed, another day will be granted during the week.
7. Personal days shall be taken on the occasion of unanticipated events in which the employee needs to participate such as attending to urgent legal or business matters or to attend to a sick dependents. Employees may take personal days at their discretion and should provide advance notice to their employer when possible. Earned and unused personal days will not be paid out.

10 month and fewer

Holidays – New Year’s Day, Easter Monday, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

Five personal days.

11 month employees

Holidays – New Year’s Day, Easter Monday, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

Five personal days.

12 month employees

Holidays – New Year’s Day, Easter Monday, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day and Christmas Day.

12 month employees are entitled to additional time off and should see the parish policy for this information.

All schools are to offer benefits consistent with the Diocese of Des Moines policy #501 –

Benefits concerning:

- Medical/Dental
- Pretax Deductions
- Life Insurance
- Disability Insurance
- Retirement Plan.

Questions should be discussed with Human Resources, Diocese of Des Moines.

Policy Adopted: May 15, 2017

Policy Approved by Bishop Pates: July 6, 2017

Policy Reviewed: January 19, 2019