

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 Board 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 4th 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, 4th 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.

Policy Adopted: May 15, 2017

Policy Approved by Bishop Pates: July 6, 2017

Policy Reviewed: January 19, 2019