

Annual Leave

It is Diocesan policy to grant annual leave with pay to 12-month full-time and part-time employees (20 hours or more per week) each year to afford them the opportunity for rest and relaxation. The Diocese of Spokane recognizes that respite from daily responsibilities is important for the health and morale of the employee, and therefore provides leave, which should be taken on an annual basis.

- All qualifying full-time and part-time (20 hours or more per week) non - contracted employees are eligible for annual leave
- Annual leave time is accrued from the date of employment but cannot be utilized until the employee has been with the Diocese for six months.
- The monthly calculation for annual leave accrual is 2 x hours worked per week divided by 12. After one year, but less than 25 years of employment, the calculation is 3 x hours worked per week ÷ by 12. Those with 25 or more years of service use the calculation of 4 x hours worked per week ÷ by 12. Those who have already earned a higher rate of annual leave retain that higher rate.
- Annual leave must be earned before it can be taken.
- The time of the year during which annual leave is taken is at the discretion of the employee, provided that adequate attention is paid to the smooth running of the school, child care, school-age child care or preschool program. This must be arranged in advance with the immediate supervisor. There is no minimum number of annual leave days an employee may use.
- Part-time workers who work 20 hours a week or more, accrue annual leave time in proportion to the amount of time per month they work.
- Annual leave pay will not be paid in lieu of time off; that is, annual leave time is to be taken as time off.
- Annual Leave days may be accumulated for not more than 2 years. In the event of termination of service, all accrued annual leave time will be reimbursed to the employee up to the maximum allowed by this policy.