



POLICY HANDBOOK

POLICY NUMBER: 32

TITLE: Annual Leave/Vacation – Diocesan Employees

DATE APPROVED BY DIOCESAN COUNCIL: AUGUST 27, 2010

It is the policy of the Diocese of South Dakota to provide regular full time employees with vacation benefits upon employment.

The policy of The Diocese of South Dakota regarding vacation is as follows:

1. In the first year of employment, vacation weeks shall be accrued by quarter. Employees will earn four (4) weeks of vacation per calendar year which accrues at the end of each quarter. A “week” shall be equivalent to a typical work week of that employee. An employee who enters or leaves employment part way through a quarter shall earn a pro-rated amount of vacation in that quarter.
2. In subsequent years of employment, employees will earn four (4) weeks of vacation per calendar year.
3. No vacation leave may be carried over into the next calendar year, unless special permission is given by the Bishop.
4. New hires are expected not to take vacation until after six (6) months of employment.
5. Clergy vacation and all times away shall be coordinated with the Bishop, Bishop’s Committees and/or Mission Councils, with notification to the Diocesan Administrator. Lay vacation and all times away shall be coordinated with the employee’s direct supervisor.
6. In the year employment is terminated, vacation days shall accrue by quarter. If an employee takes approved vacation over and above the amount earned in that year, and then their employment is terminated, the amount of vacation the employee has taken over and above that earned, will be subtracted from the employee’s final paycheck
7. Policy 10 addresses unused and earned vacation if an employee’s employment is terminated.