

## **Catholic Diocese of Peoria School Certified and Support Staff Employee Paid Leave Policy**

This School Certified and Support Staff Employee **Paid Leave Policy** (“Policy”) is applicable to all school employees of the Catholic Diocese of Peoria (“Diocese of Peoria”) and goes into effect December 31, 2023. This Policy supplements any current leave policies applicable to Diocese of Peoria school employees. To the extent this Policy conflicts with any current leave policies applicable to school employees, this Policy shall control, and the remaining non-conflicting provisions of the current leave policies shall otherwise remain in full force and effect.

### **Certified Staff (Teachers and Counselors)**

#### **Full-Time**

Effective December 31, 2023, 40 hours of the remaining available allotted 10 days of sick leave provided to **full-time certified staff** for Fiscal Year 2023-24 (July 1, 2023 – June 30, 2024), shall be converted to 40 hours of **paid leave** for the remainder of the fiscal year. At the end of Fiscal Year 2023-24, **full-time certified staff** employees cannot carry over any unused **paid leave**, but may convert any unused **paid leave** back to **sick leave** and carry over the unused time in their sick leave bank to the next fiscal year in accordance with the applicable Sick Leave Policy at the employing location.

Any **full-time certified staff** employees who have insufficient **sick leave** to convert to 40 hours of **paid leave** as of December 31, 2023 shall for the remainder of Fiscal Year 2023- 24 only, accrue **paid leave** at a rate of 1 hour for every 40 hours worked up to a maximum cumulative total of 40 hours of converted/accrued **paid leave** for Fiscal Year 2023-24. Any **paid leave** for Fiscal Year 2023-24 cannot carry over to the next fiscal year (use it or lose it).

Starting with Fiscal Year 2024-25 (July 1, 2024 – June 30, 2025), for each fiscal year, all **full-time certified staff** shall be provided with 40 hours of **paid leave** and 5 days of **sick leave** at the beginning of each fiscal year. At the end of each fiscal year, **full-time certified staff** employees cannot carry over any unused **paid leave**, but may convert any unused **paid leave** to **sick leave** and carry over the unused time into their sick leave bank to the next fiscal year in accordance with the applicable Sick Leave Policy at the location.

**Paid Leave** may be used for any reason of each certified staff employee’s choosing in accordance with this Policy.

#### **Part-Time**

All **part-time certified staff** employees shall accrue **paid leave** at a rate of 1 hour for every 40 hours worked up to a maximum of 40 hours each fiscal year (July 1 – June 30). **Paid leave** may be used for any reason of each **part-time certified staff** employee’s choosing in accordance with this Policy. New **part-time certified** staff employees begin to accrue **paid leave** on their first day of employment, but may not use the **paid leave** until after ninety (90) days of employment with the Diocese of Peoria. With the exception of Fiscal Year 2023-24, at the end of each fiscal year, **part-time certified staff** employees cannot carry over any unused **paid leave** (use it or lose it). For Fiscal Year 2023-24, **paid leave** may be carried over through the end of Fiscal Year 2024-25, at which time the **paid leave** will no longer carry over (use it or lose it). During Fiscal Year 2024-25, such carried over/accrued **paid leave** may not exceed a cumulative total of 40 hours.

## **Support Staff (All Other Employees)**

### **Full-Time**

As set forth in the applicable Vacation Policy, all full-time support staff employees already have at least 40 hours of vacation each fiscal year that can be used for any reason of the full-time support staff employees' choosing in accordance with the applicable Vacation Policy at the employing location.

### **Part-Time**

All **part-time support staff** employees shall accrue **paid leave** at a rate of 1 hour for every 40 hours worked up to a maximum of 40 hours each fiscal year (July 1 – June 30). **Paid leave** may be used for any reason of each **part-time support staff** employee's choosing in accordance with this Policy. **New part-time support staff** employees begin to accrue **paid leave** on their first day of employment but may not use the **paid leave** until after ninety (90) days of employment with the Diocese of Peoria. With the exception of Fiscal Year 2023-24, at the end of each fiscal year, **part-time support staff** employees cannot carry over any unused **paid leave** (use it or lose it). For Fiscal Year 2023-24, **paid leave** may be carried over through the end of Fiscal Year 2024-25, at which time the **paid leave** will no longer carry over (use it or lose it). During Fiscal Year 2024-25, such carried over/accrued **paid leave** may not exceed a cumulative total of 40 hours.

### **Increments of Paid Leave and Notice for Certified Staff and Part-Time Support Staff**

**Paid leave** for **certified staff** and **part-time support staff** employees may be taken in increments of no less than two (2) hours at a time, with a full day of **paid leave** considered seven (7) hours.

When the need for **paid leave** is foreseeable, certified staff and part-time support staff employees must give their supervisor at least seven (7) days' notice to request **paid leave**. When the need for **paid leave** is not foreseeable, certified staff and part-time support staff employees must notify their supervisor as soon as practicable.

The Diocese of Peoria reserves the right to deny the use of any **paid leave** based on the operational needs of the Diocese of Peoria.

The applicable Vacation Policy shall continue to apply to full-time support staff employees.

Effective 12/31/2023