

Chancery Paid Time Off (PTO) Policy

Policy Statement

The Archdiocese of Galveston-Houston recognizes that employees need to have time away from work for a variety of purposes including rest, relaxation, illness, and personal business. The Archdiocese has established this Paid Time Off policy in order to allow employees the flexibility of scheduling time away from work yet still meet the needs of the constituents of the Archdiocese.

Accrued PTO

All regular full-time employees and regular part-time employees who are regularly scheduled to work 20 or more hours per week are eligible to accrue Paid Time Off (PTO). Employees may use PTO for vacation, personal business, and/or when illness prevents an employee from attending work. PTO will be accrued each pay period at the rates below, and employees may use PTO as accrued subject to supervisory approval. Accrued PTO is not vested, and there will be no payout of Accrued PTO upon the employee's termination.

Scheduled PTO Usage: when PTO is to be used for a vacation, personal business or medical appointments, the employee should make a request to the supervisor for PTO with at least one week's advance notice. The supervisor will make every effort to grant PTO usage, however the supervisor may deny the PTO if the business needs of the department so dictate.

Unscheduled PTO Usage: in the event of the employee's own illness or the illness of the employee's parent, spouse, or child for whom the employee must provide care, or for other verifiable emergencies, the employee may take Unscheduled PTO. The employee should notify the supervisor within one-half hour of the start of the work time to be missed that the employee will not be able to attend work. In the event that illness prevents an employee from attending work for more than three consecutive workdays, use of PTO will be contingent on the supervisor's receipt of a written excuse from the attending physician.

PTO will accrue each pay period at the following rates for regular full-time employees:

Up to 5 Years of Service	6.2 hours of PTO/pay period
5 to 10 Years of Service	7.7 hours of PTO/pay period
10 or more Years of Service	9.3 hours of PTO/pay period

Regular part-time employees will accrue PTO at a prorated rate.

Accrued PTO is intended to be used in the fiscal year in which it was accrued, however employees will be allowed to carryover and "bank" up to 80 hours of Accrued PTO from one fiscal year to the next, subject to the Banked PTO maximum of 80 hours. An employee who has an Accrued PTO balance that is over the maximum carryover of 80 hours at the end of the fiscal year will forfeit the Accrued PTO that is over the maximum carryover.

Banked PTO

Employees may carryover and bank up to 80 hours of PTO from one fiscal year to the next subject to a Banked PTO maximum of 80 hours total at any given time. Employees may not bank any Accrued PTO that would put the Banked PTO amount over 80 hours. For example, an employee who has 45 hours of Banked PTO at the end of the fiscal year would only be allowed to Bank an additional 35 hours of Accrued PTO for a total of 80 hours of Banked PTO.

PTO Vesting

Accrued PTO is not vested, and will not be paid out to the employee upon separation from the Archdiocese. Banked PTO is vested, and will be paid out to the employee upon separation from the Archdiocese.

PTO and Timekeeping

Non-exempt Employees: When using PTO, the PTO will be utilized from Accrued PTO balance first. When the Accrued PTO balance is zero, the PTO will be utilized from the Banked PTO balance. If an employee has any PTO balances, then the employee is required to submit PTO usage on his/her time record when working less than his/her standard workday or workweek unless another type of paid leave applies, in which case the employee is required to record the appropriate leave on his/her time record. If the employee has no PTO balances, and other types of paid leaves don't apply, the employee is required to record the time missed as "Leave Without Pay."

Exempt Employees: When using PTO, the PTO will be utilized from Accrued PTO balance first. When the Accrued PTO balance is zero, the PTO will be utilized from the Banked PTO balance. If an employee has any PTO balances, then the employee is required to submit PTO usage on his/her time record when working less than his/her standard workday or workweek unless another type of paid leave applies, in which case the employee is required to record the appropriate leave on his/her time record. If the employee has no PTO balances, other types of paid leaves don't apply, and the absence is for one or more full days, the employee is required to record the time missed as "Leave Without Pay." If the employee has no PTO balances, other types of leave don't apply, and the absence is for a partial day, the employee is required to record the time missed as "Other Time Not Worked."

Leave Without Pay

Leave Without Pay may be utilized in extraordinary circumstances in which an employee has exhausted all paid leave but must be kept in an active status in order to comply with state or federal law. Any other use of Leave Without Pay is contrary to Archdiocesan policy and will be granted only with approval from the Human Resources Director.

****This PTO Policy is for Chancery Employees****