



ARCHDIOCESE OF ST. LOUIS

Accrual Policy, incorporating the existing Archdiocesan sick time policy, Missouri Proposition A compliance, and the Fiscal Year Renewal process:

Archdiocese of St. Louis Sick Leave Accrual Policy (Supporting Offices and Agencies)

Effective May 1, 2025

Purpose: To provide eligible Offices and Agencies employees with paid time off when unable to work due to a personal illness, the illness of an immediate family member or other reasons as set forth below. This policy aligns with Missouri Proposition A and maintains the Archdiocese's long-standing commitment to supporting employees' health and wellness needs.

Eligibility: All full and part time employees are eligible for sick leave accrual based on hours worked.

Full-Time Employees (35+ hours per week)

- Begin accruing sick time upon hire
- Accrue **1 day of sick leave per month**, up to **12 days per year**
- Maximum accrual limit is **120 days (960 hours)**
- Sick leave does **not reset annually**; it accrues monthly and carries over until the cap is reached
- Sick leave is not paid out upon termination
- Sick leave runs concurrently with FMLA or other applicable leave laws

Part-Time Employees (Under 35 hours per week)

- Begin accruing sick time upon hire
- Accrue **1 day of sick time per month**, prorated to their hours worked or FTE (meaning if they work .5 FTE, they accrue .5 sick day per month)
- Maximum accrual limit is **120 days (960 hours)**
- Sick leave does **not reset annually**; it accrues monthly and carries over until the max is reached
- Sick leave is not paid out upon termination
- Sick leave runs concurrently with FMLA or other applicable leave laws

Acceptable Use of Sick Leave

Employees may be asked to affirm that their leave qualifies under the sick leave policy, such as through a checkbox or general statement, without providing specific details or requiring detailed information

Sick leave may be used for the following reasons:

- Personal illness or preventive medical care
- Caring for an ill or injured immediate family member
- Medical appointments
- Legal or domestic violence-related issues
- Employees are not required to disclose their exact medical diagnosis or condition
- The employer may not request excessive documentation or details, such as treatment plans, test results, or symptoms

Reporting and Documentation

- For foreseeable absences, notify your supervisor at least 7 days in advance
- For unplanned absences, notify your supervisor as soon as possible
- Absences of 3 or more consecutive workdays may require a note from a healthcare provider

Recordkeeping and Non-Retaliation

- Sick leave balances and usage will be tracked for at least 3 years
- Sick leave hours earned, usage, and balance are maintained by each employer
- Retaliation against employees for using accrued sick leave is strictly prohibited

Calculation of monthly sick leave accrual example

Sick leave accrual example:						
Employee	Employee type	salary or hourly	hours worked in the month*	% of part time hours to full time hours for FTE	FTE	Sick leave hours earned
Employee 1	FT benefits eligible	salary	173.34	173.34/173.34	1	8.00
Employee 2	FT benefits eligible	hourly**	193.34	193.34/173.34	1	8.00
Employee 3	PT benefits eligible	hourly	130.01	130.01/173.34	0.75	6.00
Employee 4	PT benefits eligible	hourly	85	85/173.34	0.49	3.92
Employee 5	Temporary	hourly	35	35/173.34	0.20	1.62
Employee 6	PRN	hourly	20	20/173.34	0.12	0.92

full time salary 2080 annual hours/ 12 months = 173.34
monthly hours

** includes overtime

an hourly employee must work 60 hours on avg per week for a month, before the sick leave hours earned needs to be increased as the current sick leave accrual exceeds Prop A minimum requirements

Sick leave monthly tracking example

Sick leave month to month tracking example*							
Employee	May 1st balance	May earned	May used	June balance	June earned	June used	July balance
Employee A	400.00	8.00	100.00	308.00	8.00	40.00	276.00
Employee B	40.00	8.00	0.00	48.00	8.00	40.00	16.00
Employee C	45.00	8.00	0.00	53.00	8.00	2.00	59.00
Employee D	10.00	6.00	0.00	16.00	5.00	0.00	21.00
Employee E	300.00	4.25	10.00	294.25	2.00	0.00	296.25
Employee F	100.00	1.75	55.00	46.75	6.00	0.00	52.75

* examples based on hours worked