



# ARCHDIOCESE OF ST. LOUIS

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

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## **Archdiocese of St. Louis Sick Leave Accrual Policy ( Supporting Parishes and Schools)** **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. This excludes Teachers covered by the St. Louis Archdiocesan Teachers Agreement.

### **Full time employees including Elementary Education Administrators (35+ hours per week)**

- Begin accruing sick time upon hire
- Accrue **1 day of sick leave per month**, up to **12 days per year**.
- Accrual does not occur in the summer months when employee is on summer LOA status
- Maximum accrual limit: **120 days (960 hours) or 184 days** for High Schools Teachers
- 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, unless covered under an Agreement
- 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 leave per month**, prorated to their hours worked or FTE (meaning if they work .5 FTE, they accrue .5 sick day per month)
- The accrual is based on the employee's total FTE with each employer
- Accrual does not occur in the summer months when employee is on summer LOA status
- Maximum accrual limit: **120 days (960 hours) or 184 days** for High Schools Teachers
- 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, unless covered under an Agreement
- 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 company will not request excessive documentation or details, such as treatment plans, test results, or symptoms.

### Reporting and Documentation

- Notify your supervisor 7 days in advance for foreseeable absences
- For unplanned absences, notify as soon as possible
- Absences of 3 or more consecutive days may require a health care provider's note

### Recordkeeping and Non-Retaliation

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

### 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 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