



ARCHDIOCESE OF ST. LOUIS

Archdiocese of St. Louis – Proposition A FAQ

The implementation of Missouri Proposition A means changes are being made to how sick time is accrued and managed across our locations. To support this transition, we've provided answers to common questions below.

1. What is Proposition A?

Proposition A is a Missouri law requiring most employers to provide paid sick leave. Approved by voters in November 2024, it went into effect **May 1, 2025**.

2. Who is eligible for paid sick leave under Proposition A?

All full and part-time benefits eligible employees, seasonable, PRN and temporary employees of the Archdiocese are eligible to earn paid sick leave.

3. What are acceptable reasons to use paid sick leave?

Employees may use sick leave if they or a family member:

- Has a physical or mental illness, injury, or health condition
- Requires medical care, diagnosis, treatment, or preventive services
- Needs to respond to a workplace or school closure due to a public health emergency
- Needs to address domestic violence, sexual assault, or stalking-related matters

4. How is sick leave accrued?

Employees earn 1 sick day (8 hours) per month pro-rated to their hours worked. A full-time employee earns 8 hours per month, a part-time employee working a .5FTE earns 4 hours per month.

5. Is sick leave front-loaded at the beginning of the year?

Sick leave is no longer front loaded at the beginning of a year and is earned monthly based on hours worked.

6. How much sick time does a full-time employee receive annually?

A full-time employee (working 40 hours/week) will accrue up to **96 hours of sick time per year**, an increase from the previous 80 hours.

7. What is the maximum amount of unused sick leave that can carry over each year?

Employees may carry over **up to 96 hours** of unused sick time into the next fiscal year until the maximum carry over limit of 960 hours has been reached. The maximum carryover limit has not changed.

8. What is the Archdiocese sick leave plan year?

The Archdiocese follows a **fiscal year calendar (July 1 – June 30)**. Sick time accruals, carryovers, and removals of excess time align with this timeline.

9. What if I use sick time in June but it is paid in July?

Sick time is counted based on the date it is used/taken—not when it is paid. Time used in June applies to the ending fiscal year.

10. Will employees lose previously banked sick leave?

No. Accrued leave balances will not be forfeited. Proposition A only affects **how time is earned and used moving forward**. Future updates will confirm how older balances are handled.

11. Can employees use sick time without giving a reason?

While employees do **not need to disclose specific details**, reasonable notice may be required for foreseeable absences. Time may be used for personal or family health needs, legal protections, or preventive care. Please see the policy for more information.

12. What happens if an employee works at multiple Archdiocesan locations?

Employees must earn sick leave based on hours worked for each employer and they may only use sick leave earned at each specific employer.

13. Are there worksheet tools or examples to help track sick leave?

Yes, the Sick Leave Policy updates on the HR website include worksheet examples to assist with the monthly accrual and sick leave hours tracking for employers.

14. Will updated Sick Leave policies be available?

Yes. Updated Sick Leave policies have been posted to the Leave Resources folder on the HR website. These updates apply to Curia offices, agencies, parishes, and schools.

15. What protections are in place for employees who use sick leave?

Employers **cannot retaliate** against employees for using earned sick time. This includes discipline or attendance “points” for protected sick time use.

16. Could Proposition A change after May 1, 2025?

Yes. The Missouri legislature is considering bills, including **HB 567**, which may change or repeal parts of the law. The Archdiocese will monitor updates and adjust as needed.

17. Where can I go for help or more information?

- **HR policy questions:** AskHR@archstl.org
- **Employee hours balance and annual carryover:** Contact your **local Principal, Parish Business Manager, or local delegate**.

FAQ Specific to Substitute Teachers (PRN)

- **Q: Do I track the hours worked at my parish/school only or is it cumulative across locations?**
A: Sick leave accrual is earned and recorded by employer; this means each employer must record and track sick leave earned based on hours worked at their location.
- **Q: Which parish/school is responsible for paying the sick hour when a Substitute Teacher requests it?**
A: Since each employer is separate and distinct, the employee may only use the sick leave earned at that location. If the Substitute Teacher calls off sick and has no accrued sick leave for that employer, that time off will not be paid for their time not at work.
- **Q: How does a Substitute Teacher use their sick time?**
A: The Substitute Teacher must inform the employer where they were scheduled that they are unable to work due to illness or would like to use available sick leave. The employer should record the sick time using its current method and report it to Payroll for processing.
- **Q: Can a Substitute Teacher request sick leave in advance, such as for a doctor's appointment?**
A: Yes. Sick leave use is available for preventative care, including medical appointments. However, the Substitute Teacher must be scheduled to work at a location during that time and have accrued sick leave available. Otherwise, the time off would be unpaid.
- **Q: Do Substitute Teachers have to be scheduled before they can take paid sick leave?**
A: Yes. Sick leave is tied to scheduled work. A Substitute Teacher may not request to be paid for sick leave arbitrarily. The paid sick leave must be in lieu of a scheduled work assignment they are unable to fulfill due to illness or preventative care.