

MEMORANDUM

Date: August 2020
To: All ADSF Employees
From: Vicky Salgado – Director of Human Resources
Re: Standardized Archdiocesan Vacation Accruals

The Archdiocese of San Francisco (ADSF) has standardized the vacation policy throughout all locations. This process has streamlined the vacation accrual process within the ADP payroll system, creating greater efficiency and clarity for all benefited employees.

Eligibility

All employees who participate in the Archdiocesan prevailing benefit plans relating to earned time off with pay if they are hired to work twenty hours or more per week begin to accrue vacation starting on their first day of employment. Employees are eligible to use accrued time as calculated through the employee’s most recent ending period. Eligible employee shall accrue vacation based on all compensable hours excluding overtime. Employees will be eligible to use accrued time as reflected in ADP Payroll system.

Everyone needs some time off for relaxation and personal enjoyment. Employees are encouraged to use all earned vacation each year.

The Annual Accrual Rates

Vacation will accrue based on the following accrual within a (12)-month period unless otherwise stated in a contract or collective bargaining agreement. The accrual schedule is as follows:

Thirty–Seven and a Half (37.5) Hour Work Week

ADSF Years of Service	Calculation per Compensable Hour	Maximum Hours per Year	Maximum Days per Year	Maximum Accrual Hours	Maximum Accrual Days
One to four years (1-4 years)	0.0384	75	10	150	20
Five to nine years (5-9 years)	0.0576	112.5	15	225	30
Ten to fourteen years (10 -14 years)	0.0769	150	20	300	40
Fifteen to nineteen years (15 - 19 years)	0.0961	187.5	25	375	50
Twenty years or more years (20+ years)	0.1153	225	30	450	60
Elementary School Principals and Teachers	0	0	0	0	0
High School Teachers covered by the CBA	0	0	0	0	0
Cemetery Employees covered by the CBA	As noted in the CBA				

Forty (40) Hour Work Week

ADSF Years of Service	Calculation per compensable hour	Maximum Hours per Year	Maximum Days per year	Maximum Accrual Hours	Maximum Accrual Days
One to four years (1-4 years)	0.0384	80	10	160	20
Five to nine years (5-9 years)	0.0576	120	15	240	30
Ten to fourteen years (10 -14 years)	0.0769	160	20	320	40
Fifteen to nineteen years (15 - 19 years)	0.0961	200	25	400	50
Twenty years or more years (20+ years)	0.1153	240	30	480	60
Elementary School Principals and Teachers	0	0	0	0	0
High School Teachers covered by the CBA	0	0	0	0	0
Cemetery Employees covered by the CBA	As noted in the CBA				

When an employee reaches two times his/her annual maximum threshold or if he/she currently has the maximum balance, no additional hours will be accrued until the employee uses his/her vacation hours and the balance is below the maximum threshold.

Employees who work for more than one location

With the new ADP system, each employee will have only one vacation accrual balance regardless of the number of locations they work for, therefore if the employee has requested vacation leave pay and they have hours available then the vacation hours will be automatically deducted from the employee's vacation accrual balance.

Terminations/Reinstatements

Important Note: All unused accrued unused vacation hours must be paid upon the Archdiocesan employee's termination/last day of employment.

If an employee terminates his/her employment and is rehired at an Archdiocesan location within the twelve-month period, his/her vacation accrual rate will be reinstated.

ADP Payroll and beyond

The payroll department has integrated the ADP e-time system which will now automatically calculate vacation accruals. Employees must submit requests for time off through ADP where the supervisor can approve the request. The accruals will automatically adjust when the time is taken.