

5/30/2023

Other Benefits:

Sick Leave: Will accrue on a bi-weekly basis, equivalent to 12 days per year of employment (max accrual of 36 days)

Holiday: As per Location calendar

Vacation: School and 10-month Pre School Assignments – No Accrual
Other Assignments – See Below*

Retreat/Community Days (Intention is for Congregation-wide gatherings):
Not to exceed 14 calendar days (2 weeks) per year.

All checks for services to be made payable to:

_____ (Religious Community)

_____ (Address)

Signature of Sister Date

Signature of Pastor/Parish Administrator/Supervisor Date

Signature of Representative of Religious Community Date

* For Assignments other than to Schools or 10-month Pre Schools, vacation will accrue on a bi-weekly basis -- equivalent to:

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|---|-----------------------|
| from first day through 2 years of service | 10 days (two weeks) |
| from 3 through 7 years of service | 15 days (three weeks) |
| from 8 through 15 years of service | 20 days (four weeks) |
| 16 or more years of service | 25 days (five weeks) |