

4/8/2022

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:

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)