
M E M O R A N D U M

To: Chancery and Pastoral Center Employees
Date: October 14, 2020 (Updated January 13, 2021)
From: Karen A. Kean, Director Human Resources
Re: Employee Paid Time Off for 2021

Attached is the 2021 Holiday Schedule for the Chancery and Pastoral Center.

Please note that we will be eliminating the week off at Christmas. The new holiday schedule will align more closely with the holiday schedules of our parishes, who seek our guidance and support.

Effective January 1, 2021, we will also be instituting Paid Time Off, better known as "PTO".

PTO will consist of your vacation time and three days of personal time. For example, if you have three weeks of vacation and three personal days, you will have a new line item on your paystub which will show PTO of 18 days, effective January 1st.

In some organizations, sick time is included in PTO, but, we are going to keep sick time separate. Your accrued sick time is also your short term disability and bridges some or all of the time until you would be eligible to collect long term disability, should you have a long term illness.

All employees will continue to fill out the "Request for Time Off" form, but it will only list Sick, PTO, Business, and Other as categories for time out. Please be sure that all time off requests are approved by your supervisor.

Please do not hesitate to contact me if you have questions.

HOLIDAY SCHEDULE FOR CALENDAR YEAR 2021

CHANCERY AND PASTORAL CENTER OFFICES

January 1 st	Friday	New Year's Day
January 18 th	Monday	Martin Luther King Day (observed)
April 2 nd	Friday	Good Friday
May 31 st	Monday	Memorial Day
July 5 th	Monday	Independence Day (observed)
September 6 th	Monday	Labor Day
November 25 th	Thursday	Thanksgiving Day
November 26 th	Friday	Day after Thanksgiving
December 24 th	Friday	Christmas Eve
December 27 th	Monday	Christmas Day (observed)