



DIOCESE OF OGDENSBURG

Human Resources Office

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LEAVES OF ABSENCE FOR LAY EMPLOYEES

The following are the policy and procedures for leaves of absence for lay employees in the Diocese. Please study them carefully and observe them. If you have any questions, please contact Kimberly Snover, Director of Human Resources. For diocesan programs of Lay Retirement, Health Insurance, and Unemployment, leaves of absence will be obtained from the Human Resources Office.

A diocesan leave of absence is an extended period of time granted to an employee to be absent from work for sufficient reason while he/she maintains the right to return to his/her position at a specified time. The employee maintains employee benefits as described below during the approved leave of absence. Leaves of absence are not required for ordinary illnesses, standard six-to-eight week maternity leaves, seasonal work schedules, etc. In cases of illness and standard maternity leaves, it is understood that the employee will return to work and benefits will continue. Seasonal employees do not retain benefits during lay-offs.

Reasons for diocesan leaves of absence include, but are not limited to, extended maternity leaves of several months or even a year, leaves for further studies, family reasons, etc. In applying for a diocesan leave of absence for an employee, the employer should write to the Chancery, giving the name of the employee, the beginning and ending dates of the leave of absence, the reasons, and his/her recommendation. It is understood that the employer will keep the position open by not permanently replacing the employee during the leave. The Chancery will notify the employer and employee in writing of its decision to either grant or deny the application for leave of absence. Usually, a leave will be granted for up to one year.

The following apply to specific employee benefits:

Lay Employees' Retirement:

Generally, a diocesan leave of absence will be granted to those who are members of the Plan. This leave allows the person to retain benefits and seniority in the Plan. The employer continues to pay the premiums on wages paid to the employee prior to the leave of absence.

Health Insurance:

The employee may retain membership in the health insurance program during a diocesan leave of absence. However, the employer may require the employee to reimburse the employer for the full costs of health insurance during this time. If the employee does not return to work at the end

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of the leave of absence, health insurance benefits terminate on the last day of the first month following the end of the leave.

Unemployment Insurance:

The protection of Unemployment Insurance continues for the employee during a diocesan leave of absence. Naturally, if the employee terminates at the end of the leave, he/she will most likely not be able to collect benefits. If the employer terminates the employee at the end of the leave by not providing a position for him/her, the employee will most likely be able to collect unemployment benefits. The employer will be responsible for directly reimbursing the diocese for the cost of the benefit if the employer is in the diocese's self-insured program.

Disability Benefits:

The employer does not have to pay for disability benefits during a leave of absence. The employee may collect benefits according to state law.

NOTE: A leave of absence granted only by the parish or institution allows the employee to return to work to his/her position but does not provide for the continuance of the Lay Employees' Retirement or Health Insurance from the Diocese.