



Benefits:

Sick Leave: 12 days per year of employment (max accrual of 36 days)  
Holiday & Vacation: as per diocesan calendar  
Vacation Year round staff only, per schedule below  
Retreat/Community Days As called for by Religious Institute

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

Annual paid vacation for year round staff according to the following schedule:

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)