



ARCHDIOCESE OF BOSTON

MEMORANDUM

To: Pastors, Administrators, Business Managers, Finance & Operations Managers
FROM: Jim DiFrancesco, Human Resources
RE: Paid Time Off Survey (PTO)
DATE: September 1, 2022

The HR department, in cooperation with the Benefits Department, is beginning an analysis of paid time off (PTO) benefits (vacation, sick, personal, etc.) across the Archdiocese in order to determine how, if at all, PTO benefits can be standardized across all parishes, parish schools, etc. As you are aware, fair and competitive PTO benefits are a matter of social justice as well as a tool to help us attract and retain staff dedicated to the mission of the Church.

Having an understanding of existing PTO benefits becomes especially important as the Archdiocese explores the establishment of a paid family/medical leave program for all RCAB staff

As an initial step in this process, I have included a link to a survey on existing PTO benefits offered to lay staff in our parishes, schools, cemeteries, and other locations. As always, results will be aggregated - individual results will not be published.

Note that analysis of employee/employer cost-sharing for Medical and Dental benefits will also be undertaken in the coming months, with the goal of moving towards a standardized cost-sharing model for the reasons noted above relating to PTO.

This survey should take approximately 24 minutes to complete – less if you do not have a school or cemetery. To make this a bit more interesting, we will be raffling-off four \$25.00 gift cards to locations that turn in their completed surveys by **September 19th**.

SURVEY LINK: <https://www.surveymonkey.com/r/MJ8HNK5>

Please contact me directly (jdifrancesco@rcab.org, 617.746.5829) if you have any questions. Thank you in advance for your help on this important subject.

Jim