

Diocese of Shreveport

Benefits Sheet

Retirement investment Package

Our retirement program is a tax-deferred plan referred to as a 403(B) plan. The employee can sign up to have contributions made to the plan at any time. Employer contributions begin after the third year of employment as follows:

The first year of employer contributions	1% of the gross earnings
The second year of employer contributions	2% of the gross earnings
The third year of employer contributions	3% of the gross earnings
The fourth year of employer contributions	4% of the gross earnings
The fifth and all subsequent years	5% of the gross earnings

Life Insurance

The Diocese provides Life Insurance at no cost to the employee. The benefit pays up to one and one half times the employee's annual salary, up to \$50,000.

Long Term Disability Insurance

The Diocese provides Long Term Disability Insurance at no cost to the employee. If an employee becomes disabled, this insurance will pay up to 60% of the employee's normal compensation, depending on age.

Health Insurance

The Diocese offers medical, dental and prescription coverage to employees and their families. Premium varies depending on the number of people covered. However, the Diocese covers 70% of the cost for the employee individual coverage.

Flexible Spending Accounts (Cafeteria Plans)

Medical accounts and Dependent Care accounts are available. These accounts enable the employee to cover their medical and/or dependent care free of federal or FICA taxes.

*Vacation Leave

Paid vacation leave is accrued on the following schedule:

0 – 5 years of service	10 Work Days Per Year
6 – 11 years of service	15 Work Days Per Year
12 years + of service	20 Work Days Per Year

*Sick Leave

Paid sick leave is available for those times when an employee must be absent due to personal illness or that of an immediate family member. Sick leave is accrued based on one day per month.

Bereavement Leave

Funeral leave up to 3 days will be paid in the case of a death in the immediate family. Funeral leave of 1 day will be paid to attend the funeral of a relative not in the immediate family.

Civil Leave (Jury Duty)

Employees will receive their regular pay while serving on jury duty.

**Holidays

New Year's Day
Martin Luther King Day
Good Friday
Memorial Day
Independence Day
Solemnity of the Assumption (Except if it falls on Saturday, Sunday or Monday)
Labor Day
Solemnity of All Saints (Except if it falls on Saturday, Sunday or Monday)
Thanksgiving (Thursday & Friday)
Solemnity of the Immaculate Conception (Except if it falls on Saturday or Sunday)
Christmas (Eve, Christmas Day & the day after Christmas)

*Not applicable to school employees

**May vary by location

These benefits are subject to change without notice.

Additional information on any of these benefits can be obtained from the office of your location or from the Human Resources Department at the Diocese of Shreveport (318) 868-4441 and your Diocesan Employee Handbook