



# The OAS Messenger

July 2007

## New Military Leave Act:

Indiana has a new Military Leave Act which takes effect on **July 1, 2007**. It allows employees to take up to 10 days of unpaid leave per year during one or more of the following periods:

- Within the 30-day period before a family member begins active duty;
- During the leave period of a family member on active duty; or
- During the 30-day period following a family member's return from active duty.

To qualify as a family member, the employee must be the spouse, parent, grandparent, or sibling of the service person.

Employees must have been employed by the Archdiocese for at least 12 months and have worked at least 1,500 hours during the 12-month period immediately preceding the day the leave begins. At the option of either employee or the employer, paid leave (other than sick leave) may be substituted for any part of the military family leave. The law requires the employee to give the employer written notice of a request for leave at least 30 days prior to the requested leave, unless the service person's active duty orders are issued less than 30 days prior to the requested leave.

During the leave, the employer shall permit the employee to continue health care benefits at the employee's expense. Upon the employee's return to work, the employer may place the employee in a different position only if the employer can prove that the move was unrelated to the employee's use of military family leave. If the employer cannot make such a showing, the employer must return the employee to the position held or an equivalent position.

Please contact Human Resources if you have any questions

## July – September 2007 ADLF Rates:

The ADLF interest rates in effect for the quarter ending September 30, 2007 are 5.75% for deposits and 7.75% for loans. ADLF loans are charged interest at prime less 0.5% and savings accounts accrue interest at the discount rate less 0.5%. Both are adjusted quarterly based on the rates published on the last business day of the previous quarter. If you have any questions regarding ADLF, please contact Michelle Scheidler at [mscheidler@archindy.org](mailto:mscheidler@archindy.org) or 317-261-3371

## Job Opening:

Saint Rita's in Indianapolis is looking for a part-time bookkeeper - 10-12 hours per week. Call Mike Witka at 317-236-1558 for information.

## New Minimum Wage:

President Bush signed the Fair Minimum Wage Act of 2007 into law on May 25, 2007. This law raises the current minimum wage of \$5.15 per hour in three steps:

1. \$5.85 on July 24, 2007
2. \$6.55 on July 24, 2008
3. \$7.25 on July 24, 2009

Please make sure that the wages for all of your employees meet these requirements.

If you have any questions, please contact Human Resources.

## Risk Management Report:

By: Mike Witka  
*Director of Parish Financial Services  
and Risk Management*

We are currently looking at the possibility of securing an International Travel Insurance Policy. Currently we do not carry this coverage under our Archdiocesan program for groups or individuals who would travel out of the country. This would include school groups, like foreign language classes or mission trips, parish groups, or individuals. It would be important to have this coverage if your location is involved in these events. Please let me know if your location or individuals have been or plan to be involved in international travel. I can be reached at [mwitka@archindy.org](mailto:mwitka@archindy.org) or call 317-236-1558.

## Insurance Rate Revision:

Good news from the office of Risk Management. We are going to revise the property insurance rates downward this year. The budget guidelines called for a rate of \$5.29 for schools and agencies, which was a property assessment of \$1.79 for parishes and an insurance rate of \$3.50.

The new rates will be \$4.75 for schools and agencies, which is a \$2.00 property assessment with a \$2.75 insurance rate for parishes. This rate reduction is made possible by the self-insurance plan assuming a larger deductible (and therefore paying insurance carriers less). Parish, school and agency deductibles will remain at \$3,000. This rate is per \$1,000 of replacement value of property.

## Automated Church System (ACS) Training:

ACS Technologies is offering a training session this summer in Indianapolis. Visit the website [www.acstechnologies.com/training](http://www.acstechnologies.com/training) or call 1-800-669-2509 for registration information.

### Training Location Information

July 16-20, 2007  
Life Point Church  
8540 Combs Road  
Indianapolis, IN 46237  
317-881-4010

## ADLF Loan Review Committee Meeting Dates:

In the next few years, as parishes participate in the Legacy for Our Mission capital campaign, we are anticipating an increase in the number of ADLF loan requests. Current ADLF policy requires that parishes have at least 50% of the cost of the project in ADLF deposit accounts and the other 50% in pledges to be considered for a loan. The ADLF subcommittee of the Archdiocesan Finance Council reviews all loan requests. Parish representatives are invited to attend the meeting when their application is being reviewed. Remaining meetings for 2007 are scheduled for August 13th and November 12th. Meetings are generally held only if there are loan requests to review. If your parish anticipates making a loan request this year, please contact Michelle Scheidler at (317) 261-3371, 1-800-382-9836 ext. 3371 or [mscheidler@archindy.org](mailto:mscheidler@archindy.org) for a loan request worksheet and to be placed on the agenda of an upcoming meeting.