



COURAGEOUSLY
Living the Gospel

DIOCESE OF SAINT PETERSBURG

Office of the Chancellor for Administration

Mailing Address:
Post Office Box 40200
St. Petersburg, FL 33743-0200
www.dosp.org

Office:
6363 Ninth Avenue North
St. Petersburg, Florida 33710
727-344-1611
Fax: 727-345-3086

October 2, 2024

Feast of The Holy Guardian Angels

Dear Co-workers in the Vineyard (all employees within the Diocese of Saint Petersburg),

We are so grateful for your faithful service to the Kingdom of God within the Diocese of Saint Petersburg. On behalf of Bishop Gregory Parkes, we extend our care and concern for you during this difficult time. For those who suffered damage, a loss and/or displacement from Hurricane Helene, Bishop Parkes would like to offer employee assistance by providing reimbursements for certain expenses that are incurred as you heal and rebuild from Hurricane Helene.

This is open to all active employees working at parishes and schools within the Diocese of Saint Petersburg and diocesan entities. While the Pastoral Center is focusing our efforts on assisting employees throughout the diocese, Catholic Charities, in collaboration with efforts organized by our parishes and schools, is assisting our parishioners and the broader community.

Process: Please complete the Hurricane Helene Employee Assistance Reimbursement Form at [this link](#). Note: You will need to upload receipts and there is a dropbox within the form to upload them. **Reimbursement requests and receipts may be submitted through December 13, 2024, or until all designated money has been distributed, whatever comes first.**

Amount Provided: As a charitable organization dependent upon donations, we are limited to the amount we are able to provide and thus have to set up maximum aid amounts. The average total disbursement per employee will be up to \$1,000, unless there are extraordinary circumstances.

Receipts: In order for the assistance to be non-taxable and to be disbursed from our disaster relief fund, receipts must accompany the request. All reimbursement requests and receipts will need to be uploaded through the Reimbursement Form found as a link in this letter or on the Diocesan website, under Human Resources → Employee Benefits, Time Off Policies, Handbook → [Employee Assistance](#) (Bottom left of webpage)

Reimbursement Timeline: It is our expectation to have the reimbursement to you within 30 business days. Accounts Payable checks will be sent through the US Postal Service to the address you supply on the reimbursement form.

Other Family Members: This relief is for the employee's household member expenses. Household is defined as spouse and dependents living with you. If you have a member of your extended family, a friend or neighbor, who was not living with you, but was impacted by the storm, please have them contact [Catholic Charities](#) for relief. More information regarding Catholic Charities can be found on the Diocesan Website, under Human Resources → Employee Benefits, Time Off Policies, Handbook → [Employee Assistance](#) (Bottom left of webpage). Diocesan Storm updates including resources and ways to get involved can be found at [this link](#).

Mental and Spiritual Help: If you would like to speak with someone to process the impact the storm had on your mental and physical health, please contact our [Employee Assistance Program](#). If you want to talk about your spiritual health, please contact a priest at a local parish other than where you are employed. Please know we are praying for you.

If you have further questions, please contact the Chancellor for Administration, Dr. Lois Locey, at LLocey@dosp.org.

In prayerful thanksgiving for all God's many gifts to us,



Dr. Lois Locey, D.Min.
Chancellor for Administration