

# SAMPLE TIME AWAY AND VACATION POLICIES

## TIME AWAY AND VACATION POLICIES

\_\_\_\_\_ Baptist Church

\_\_\_\_\_, Texas

### ABSENCES

#### HOLIDAYS:

All regular employees scheduled to work in excess of twenty hours per week will be paid at their applicable rates for the following observed holidays:

New Years' Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Friday following Thanksgiving Day  
Christmas Eve  
Christmas Day

If a holiday falls on a Saturday or Sunday, the Pastor and/or Administrator will designate an appropriate day to be observed.

#### VACATIONS

All regular full-time employees are eligible for full vacation benefits according to the guidelines shown below. Regular part-time employees scheduled to work in excess of twenty hours per week will be entitled to the same number of vacation days as regular full-time employees, but at their part-time rates.

Vacation schedules for all employees are maintained on a calendar year basis.

In the year of employment, employees who are employed between January 1 and June 30 are considered to have accrued one week vacation after six months of continual service. Those employees who are employed July 1 or later would accrue no vacation for that year. No vacation is to be utilized prior to six months continual service without Personnel Committee approval. In addition, any employee who terminates or retires prior to six months continual service is deemed to have accrued no vacation.

**NOTE: For the purpose of determining accrued vacation time, related to ministerial employees, the church should take into consideration prior service. While the minister may be new to your church, they most likely have served with other churches as staff members. It is suggested that calculation of Ministerial staff vacation accrued time should be done on a cumulative basis taking into account previous service, then applying the schedule that follows.**

For ministerial employees, see the following schedule for the calendar years in which the first and subsequent anniversaries occur:

<u>Anniversary Year</u>	<u>Vacation Accrued</u>
First through Fourth	10 ½ days per year
Fifth through Ninth	15 ½ days per year
Tenth	16 ½ days per year
Eleventh	17 ½ days per year
Twelfth	18 ½ days per year
Thirteenth	19 ½ days per year
Fourteenth and thereafter	20 ½ days per year

For other eligible employees, see the following schedule for the calendar years in which the first and subsequent anniversaries occur:

<u>Anniversary Year</u>	<u>Vacation Accrued</u>
First through Fourth	10 ½ days per year
Fifth	11 ½ days per year
Sixth	12 ½ days per year
Seventh	13 ½ days per year
Eighth	14 ½ days per year
Ninth through Fourteenth	17 ½ days per year
Fifteenth and thereafter	20 ½ days per year

Professional Staff will be allowed the same number of Sundays off as the number of accrued weeks of vacation for any given calendar year.

Unused but accrued vacation may be carried over to the subsequent year only if the work schedule of the employee does not allow opportunity to utilize the vacation in the appropriate year, and with prior approval of the employee's supervisor, the Administrator, and the Pastor. Under no circumstances can the unused vacation be carried over beyond the first three months of the subsequent year.

In no circumstance other than separation will an employee be paid in cash for unused vacation time.

At separation, the employee will be paid for accrued, but unused vacation, but only if at least two week notice is given. However, any vacation not yet accrued but used by the employee will be deducted from the final paycheck at the time of separation.

If an official holiday occurs during a scheduled vacation, the employee will not be charged for vacation for that holiday.

A schedule for vacations will be determined, at the direction of the Pastor and/or Administrator early in the calendar year to avoid conflict. Preferences will be given on the basis of job responsibility and the ongoing church program. Approved vacation schedule requests will be furnished in writing to the employee by the Pastor or Administrator. In no case should any vacation be scheduled without written approval of the Pastor or Administrator.

#### Paid Sick Leave:

The church will pay the usual workday compensation to its regular employees scheduled to work in excess of twenty hours per week who experience illness, provided timely approval is obtained for the employee's supervisor and according to the conditions illustrated below. "Illness" includes personal sickness and "off the job" injury for the employee or a member of the employee's immediate family. Such family illness must demand the personal attention of the employee to be considered paid sick leave.

The employee must report immediately to their supervisor the cause of such absence the first day of the period of absence due to illness and, if requested, present a physician's setting forth the illness or incapacity.

Beginning after the first three months of employment the employee will earn one day of paid sick leave for each full month worked, up to a maximum of nine days per year and an accumulation of up to sixty days.

Sick leave pay from the church shall not be in addition to any other compensation provided for, by, or through the church in the form of insurance or workman's compensation benefits. The church will, in such situations as are covered by insurance and/or workman's compensation, pay the difference between such compensation and the amount required to assure the employee of full compensation for the period during which the employee would be entitled to sick leave pay.

Sick leave credit cannot be used for any other purpose than specified and is not payable in cash or in any other form should the employee leave the employment of the church. This plan is designed to assist the employee to prevent loss of income due only to absence from work because of illness of the employee or an immediate family member.

If an employee becomes ill or injured while on vacation, any compensation paid will be considered as vacation pay. If the illness continues after the vacation or holiday period ends, benefits under the sick leave plan will commence upon completion of the scheduled vacation or holiday.

At the option of the employee, vacation may be used for sick leave if insufficient sick leave time has been accrued; however, in no event shall accrued sick leave be used for vacation.

If an employee's personal illness extends beyond eligibility for full compensation, the church will pay the employee sixty percent (60%) of the usual compensation and allowances. Payments will be made up to a maximum of six months from the commencement of the reported illness. After this six month period, the employee will be eligible for benefits under the long-term disability insurance program.

#### Maternity Leave:

Regular employees scheduled to work in excess of twenty hours per week will be granted leave for illness or disability associated with pregnancy. The right to utilize such leave is limited to accrued paid sick leave. The Personnel Committee may require a doctor's certification of illness or disability.

#### Absence Due to Personal Reasons:

It is occasionally necessary for regular employees to be absent from work for a brief time for personal reasons. Such absences must be discussed and approved in advance with the direct supervisor and the Pastor, or in the absence of the Pastor, Administrator. Paid absences due to personal reasons shall not exceed two (2) days per calendar year and should be granted in on less than half-day increments.

#### Death in Family:

In case of death in the immediate family, regular employees will be paid for absence from scheduled work for a period not to exceed one week. Definite arrangements, in such matters, shall be with the Pastor, or in the absence of the Pastor, the Administrator. Immediate family here and elsewhere in this manual shall pertain to spouse, children, parents, and others living in the same household.

In case of death of relative other than immediate family, regular employees will be paid for the day of burial, plus up to two (2) additional days if travel is required. If the relative lives in the home of the employee at the time of death, the above policy for immediate family will apply.

#### Civic Responsibilities:

Regular employees will be paid for the time of absence while on jury/witness duty. If the employee's services are not required for the entire day, the employee is expected to return to work for the remainder of the day.

#### Revivals and Other Engagements:

Ministerial staff will be allowed two weeks (including 2 Sundays) each year for revivals or other engagements in other churches. This is in addition to any accrued vacation time.

#### Conventions/Conferences/Professional Development Seminars:

Ministerial staff will be allowed and encouraged to attend or lead such opportunities if budget and calendar permits. The Pastor and/or Administrator must approve such leave.

#### Leave of Absence:

Under extenuating circumstances, a regular employee scheduled to work in excess of twenty hours per week may be granted a non-paid leave of absence not to exceed ninety days. Such leave may only be granted by the Personnel committee in consultation with the Pastor. Continuation of benefits during the leave shall be determined by the Personnel Committee.

In the event a regular employee is called up to active military duty, extended leave of absence will be granted. The church will provide a temporary employee to fulfill the responsibility of the employee and will guarantee that the position will be open upon the return of the employee.

#### Emergency Closing:

Decisions to close the church due to inclement weather or other extenuating circumstances will be made by the Pastor, or in the absence of the Pastor, the Administrator. Should an emergency occur which requires cancellation of a regularly scheduled Sunday or Wednesday service, the Pastor, Administrator, or Chairman of Deacons shall make a joint decision regarding closure. Appropriate notification shall be made through available media regarding the closing. Supervisors will notify those who report to them as soon as possible.

Employees are allowed to use discretion in determining their ability to be at work during weather emergencies. In such incidences, whether the church has been closed or not, employees are free to make personal judgments to protect life and personal property. When it is not possible to report to work, employees should make every effort to communicate their personal situations to their immediate supervisor. Regular employees shall not be required to make up time lost due to an emergency, and shall receive normal compensation for scheduled work time during the emergency period. In an emergency closing when the employee has already arranged time away for vacation or other events, that time shall be charged as previously arranged.

#### **OTHER BENEFITS**

The following benefits apply to all regular employees scheduled to work in excess of twenty hours per week and beginning after the first three months of employment.

#### Insurance:

These employees will be fully covered with major medical, life, disability, and dental coverage.

All covered employees have the option of covering dependents at their own expense for major medical, life, and dental coverage. However, major medical coverage is provided by the church for dependents of ministerial staff.

Additional life insurance may be purchased at group rates by the employee through Guidestone Financial Resources of the Southern Baptist Convention.

#### Retirement:

An annuity (retirement) payment of ten percent (10 %) of gross salary (including housing allowance for ministerial staff) is paid by the church each month. In addition, eligible employees may contribute additional pre-tax dollars through a Salary Reduction Agreement. Employees must meet IRS guidelines for this additional participation. This plan is administered by Guidestone Financial Resources of the Southern Baptist Convention.

Disability:

Long-term disability income payments begin after six months of continued disability. The normal Sick Leave policy as outlined above shall be in effect prior to six months of continued disability.

**OTHER ITEMS**

Weekly Days Off:

Each Ministerial Staff member shall have one day per week (Monday – Friday) as a scheduled time off. A schedule will be established by the Pastor so as to provide proper coverage of activities. Sunday will not be considered an office day, as such, but will require whatever activity is necessary to lend proper support to the services and activities of the day. Should situations arise that require Ministerial Staff to work on a scheduled day off, the staff member will be allowed to take another day off during the same week if scheduling and activities permit.

Gifts:

Each employee is asked to use the greatest of discretion in the matter of gifts tendered by other employees of equal or lower job classification. Courtesy and friendship are, by no means, discouraged. However, the giving of expensive gifts bears an implied obligation which may at times become embarrassing. Solicitation of contributions among staff members to purchase gifts for anyone, for any occasion, should be approved by the Pastor or Administrator.

Handling of Money:

The Counting Committee, Financial Secretary, Church Treasurer, and Administrator are officially responsible for the receiving and proper accounting for the funds of the church. Staff members will exercise diligence in channeling receipts promptly to the person/persons responsible for receiving them.

Prepared by:  
Cecil Deadman  
Deacon and Church Administration Consultant  
Congregational Leadership Team  
Baptist General Convention of Texas