

Vacation and Holiday Policy

Policy Statement

This policy establishes guidance for paid vacation and holidays for eligible employees of the church. The policy provides vacation and holiday eligibility as well as definition of annual holidays of the church.

Inclusions and Exclusions

All employees of the church are who are eligible for paid vacation and holidays are governed by this policy. There are no specifically excluded individuals, groups, or departments to this policy.

Stewardship

The Senior Pastor of the church is responsible for the management of this policy. The Executive Pastor of the church provides practical administration of this policy. The Board of the church is authorized to make changes to the scope and detail of this policy in accordance with the bylaws of the church.

Body

Vacation:

All full-time active employees of the church are eligible for certain paid vacation time in accordance with their years of service to the church. Accrued vacation time that is not taken may not normally be carried over to the following year, except at the approval of the Senior Pastor of the church.

Vacation eligibility begins after the employee has worked for six months and according to the following schedule:

After first six months of employment	One week
After second six months of employment	Second week
Second year of employment through fifth year of employment	Two weeks
Sixth year of employment through eighth year of employment	Three weeks
Ninth and subsequent years of employment	Four weeks

Holidays:

All full-time and part-time active employees of the church are eligible for paid holiday observance if their prescribed duties allow for time off for holidays. If an eligible employee is

not able to observe a normally scheduled holiday due to work responsibilities, the employee may take the holiday at another time subject to the approval of the employee's supervisor. In general, holidays will be observed according to the following schedule:

- New Year's Day (January 1)
- Birthday of Martin Luther King, Jr. (Third Monday in January)
- Washington's Birthday (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (Fourth Thursday in November).
- Christmas Day (December 25)

In addition to the schedule above, all full-time and part-time active employees are eligible to take two discretionary days as holidays subject to the approval of their immediate supervisor. Examples of discretionary days would be birthdays, the day after Thanksgiving, etc. From time to time, the pastor of the church may elect to observe other holidays; these additional holidays will not reduce the above scheduled holidays or discretionary holidays.

Forms and Instructions

Employees should use the *Vacation Request Form* to schedule and receive approval for vacation.

Signatures

Senior Pastor

Treasurer

Secretary