

**POLICY ON LEAVE
FOR HOURLY STAFF**

This policy does **not** apply to **ministers** called by vote of the congregation. Agreements regarding the minister's leave should be found in their letter of agreement.

This policy is based on the **current** structure of church staff (current number of positions, current number of hours worked each week in each position, etc). Should those positions or structures change, the policy may need to be revisited and amended.

The policy refers to staff in **two categories:**

Set-Hour Staff:

The *Office Administrator* works 10 hours per week on set days at set times.

Flexible-Hour Staff:

Two *Music Directors* currently share the 10 hour per week position and have the flexibility of working those hours when they wish.

The *Director of Religious Education* holds a 5 hour per week position and has the flexibility of working those hours when they wish.

Submitting hours

Staff are responsible for submitting their holiday/vacation/sick/etc. hours to the treasurer. They should do so by indicating which hours are for regular work, and which are for vacation, etc. (i.e. staff member sends to treasurer: "I worked 10 hours this pay period and am also submitting one hour of holiday pay." or "I worked 5 hours this pay period and also used 3 hours of vacation.") Staff will not be paid for holiday or any other paid time off unless they specifically submit it to the treasurer during that pay period.

Vacation

Vacation time must be requested in advance and can only be taken with the approval of the Minister, or in the Minister's absence, the Board President. In the event of conflicting vacation requests, vacation generally will be granted in accordance with length of service and consistent with workload requirements.

The staff person is responsible for maintaining a yearly document, shared with the Minister, that records their vacation and sick time.

It is the employee's responsibility to notify the public through the appropriate and usual channels when they will not be at work.

Employees who resign with at least two weeks' notice may receive payment for the accrued vacation days that have not been used.

Set-Hour Staff accrue paid vacation hours on the following schedule:

<u>Length of Service</u>	<u>Amount of Vacation</u>
0-1 years	0 hours per year*

1-5 years	10 hours per year*
More than 5 years	20 hours per year*

Flexible-Hour Staff can take time off of work when desired, but are responsible for arranging people to fill their role when they are away. (For example, Music Directors can arrange for paid or volunteer musicians in advance; and the DRE can ask members on the RE Committee to fill their role.) However, it is expected that at least one of the Music Directors will be present at least 25 Sundays of their 10-month “year.” It is expected that the DRE will be present at least 36 Sundays of the 12-month year. As for paid vacation, because flexible-hour staff have the benefit of flexibility in their work hours, they receive less paid vacation hours than set-hour staff:

<u>Length of Service</u>	<u>Amount of Vacation for 5-hour per wk DRE</u>	<u>Amount of Vacation for 10-hour per wk Music Directors**</u>
0-1 years	0 hours per year*	0 hours per year*
1-5 years	2.5 hours per year*	5 hours per year*
More than 5 years	5 hours per year*	10 hours per year*

*The year indicated in the two charts is the fiscal year. Vacation hours are credited at the start of the fiscal year. When an employment anniversary approaches that would move the employee into the next category of vacation leave, the Minister and staff person will work together to decide when the extra vacation hours accrue (whether at the anniversary, or at the start of the next fiscal year), with the possibility of prorated hours. There is no rollover in vacation time from year to year.

** For Music Directors, the total hours are to be shared by the two employees sharing the position, just as they share work hours. (For example, in their 6th year, one Music Director could take 4 hours of vacation and the other could take 6 hours of vacation.)

Holidays

Set-Hour Staff receive the following paid holidays:

- New Year’s Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Day

With the exception of Christmas Day, the holidays are not transferable (which means a holiday can only be taken if it falls on a typical work day). The paid holiday time should be reported as the number of hours typically worked on that day. (i.e. Labor Day falls on a Monday and the office administrator currently typically works 3 hours on Mondays, so she can input 3 hours for the paid holiday time.) If Christmas Day falls on a non-work

day, the employee can choose whether the previous or following work day will be observed as the holiday.

It is the responsibility of the Set-Hour Staff to notify the public through the appropriate and usual channels that they will not be at work that day.

Flexible-Hour Staff receive one hour of paid holiday time in the weeks in which the above holidays fall. Note that the staff sharing the Music Directors position receive one hour total, not one hour each.

LEAVES OF ABSENCE

Leaves must be requested in advance and require the approval of the Minister (or, in the Minister's absence, the Board President). Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify the Minister.

Sick leave with pay

Set-Time Staff and Flexible-Time Staff receive 6 hours of paid sick leave each year. Up to one year's worth (6 hours) of unused sick time may be carried forward into the following year. Note that the staff sharing the Music Directors position receive six hours total, not six hours each.

Sick leave is to be used only in the event the employee is unable to work due to the employee's own illness, injury or other medical condition. Sick leave may be used as part of medical leave, parental leave, or sick childcare leave and as otherwise required by applicable law. Especially for Set-Time Staff, sick leave should be used for routine dental or medical appointments.

Especially for Set-Time Staff, it is the employee's responsibility to notify the public through the appropriate and usual channels when they will not be at work.

Employees must notify their supervisor before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their medical condition, including why the employee was not able to work. The Employer reserves the right to request employees who are repeatedly absent for illness or injury be examined by a physician chosen by the Employer, and at the expense of the Employer.

Medical leave without pay

Unpaid medical leave may be granted in instances where an employee's medical condition requires an absence from work for more time than the amount of available sick leave. This leave requires the approval of the Minister and Board President. Sufficient evidence of such a medical condition is required for a medical leave. Such evidence may include a request or requirement for authorization to speak with the

employee's treating physician. The maximum unpaid medical leave time that may be granted is three months or until a physician releases the employee to return to work, whichever is shorter. Employer also reserves the right to request a second opinion from a physician chosen by the Employer on any medical leave of absence.

Military leave without pay

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence and the expected date of return.

Employees may choose to use any accumulated vacation time for all or part of the period of military service. Leaves of absence in excess of any available vacation time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.

Funeral or bereavement leave with pay

Employees may be eligible for a leave of absence for up to three days with pay for the death of an immediate family member. The number of paid days off will be determined by the Lead Administrative Officer based on the circumstances.

Jury duty leave with pay

Employees called for jury duty are paid their regular pay for up to twenty working days. Set-time employees should appear for work upon being excused from jury duty on any day, if it is still during their typical work hours.

Parental leave

In the case of the birth or adoption of a child, if the employee's length of service is less than 12 months, the employee shall be granted six weeks of paid and six weeks of unpaid leave. If the employee's length of service is 12 months or more, the employee shall be granted eight weeks of paid and four weeks of unpaid leave. The employee may use sick days and/or vacation time in lieu of unpaid leave. Unpaid leave should be extended only after all paid leave has been used. In the case of the shared Music Director position, the Music Directors may choose to take their parental leave at different times, overlapping times, or the same time. In the case that they do not take their leave at the same time, the employee not on leave will be expected to work 5 hours per week (half the position).