**VACATION - TIME OFF POLICY**

**I. VACATION DEFINED**

One week vacation includes one (1) Sunday and four (4) work days (Monday, Tuesday, Wednesday, Thursday consecutive). A Sunday may not be substituted for another work day.

**II. VACATION FORMS**

Vacation requests are made by filling out a "Vacation - Time Off" form and turning it into the Senior Pastor. The time requested is allowed only after the approval of the Senior Pastor. Forms must be filled out and given to the Senior Pastor in a timely fashion.

**III. VACATION SUNDAYS**

(Your Church Name) staff is allowed one (1) vacation Sunday per the number of vacation weeks they are allotted each calendar year.

Ex. If a staff member has two (2) weeks of vacation per year, they are allowed only two (2) Sundays off for vacation per year.

A staff member may use up to two (2) consecutive Sundays of vacation upon the approval of the Senior Pastor.

**IV. MINISTRY/ WORK SUNDAYS**

In addition to Vacation Sundays, (Your Church Name) Pastoral Staff is allowed up to three (3) Sundays per calendar year to be away from services for ministry trips, work trips, or outside ministry.

Ministry Sundays MUST be approved by the Senior Pastor and MUST be appropriately spaced throughout the year and away from Vacation Sundays in order that the staff member is not out on multiple Sundays within a small time frame.

**V. COMP TIME**

Comp days may be granted by the Senior Pastor for staff members who have worked extra hours outside of "NORMAL" church hours. Comp Time is granted by filling out a "Vacation - Time Off Form" and returning it to the Senior Pastor. Sundays are not considered for Comp Time. Comp Time is taken ONLY after the Senior Pastor's approval. Comp Time is always a REQUEST not a COMMAND.

**VI. OTHER TIME OFF**

Sickness, death of a loved one, and other unexpected things happen in which there is no control over. In such cases, ALL (Your Church Name) staff members must talk with the Senior Pastor concerning time off for such occasions. Leniency, understanding, and compassion is a given.

**VII. HOLIDAY TIME**

The (Your Church Name) offices are closed for major holidays, and take numerous days off for Thanksgiving and Christmas. It is not to be assumed that Sundays around these holidays can be taken as vacation time. ALL Holiday Vacation requests for ALL (Your Church Name) staff will be considered. As more than one Pastoral Staff Member may request the same Holiday Sunday off, and as the Senior Pastor approves all vacation time, the Senior Pastor will do his best to be fair in those requests.

**VIII. APPOINTMENTS**

Scheduling doctor's appointments and other personal appointments is not always easy. Other professionals may not be able to accommodate scheduled days off. When at all possible, please schedule personal appointments after (Your Church Name) office hours or on days off. The Senior Pastor will be considerate when conflicts cannot be avoided.