

HEALING PLACE CHURCH Leave Policy for 2023

Holidays

Employees will be granted the following 10 paid holidays per year:

New Year's Day
 Tuesday after Easter
 Memorial Day (Tuesday)
 Independence Day
 Labor Day (Tuesday)
 Day before Thanksgiving (Half Day)
 Thanksgiving Day
 Friday After Thanksgiving
 Christmas Day
 Day after Christmas
 New Years Eve (Half Day)

Should a church event fall on one of the holidays designated as an employee day off, staff members will receive a compensatory day off in its place.

Vacation Leave

Employees will receive the following vacation leave amounts based on regular work schedule and length of employment. Vacation Leave is accrued each pay period:

Employees Tiers of Vacation Leave

Years on Staff	VACFT Annual Rate: Full Time (36-40 hour week)	VACMT Annual Rate: Full Time (30-35 hours week) Accrues at 80%	VACPT Annual Rate: Part Time (20-29 hours week) Accrues at 50%
Up to 2 years 0 – 24 months	10 days (80 hours)	64 hours	40 hours
3 - 4 years 24 – 48 months	12 days (96 hours)	76.8 hours	48 hours
5 - 8 years 48 – 108 months	15 days (120 hours)	96 hours	60 hours
9 plus years 108 months on	20 days (160 hours)	128 hours	80 hours

Vacation leave is accrued each pay period and the rate is based on the employee's time on staff. However, leave can be taken **BEFORE** it has been accrued. This should not exceed the amount the employee will earn for the current calendar year. Leave is accrued based on the calendar year. For new employees, leave will accrue during their first calendar year based on their start date. Request for Vacation Leave should be made to employee's supervisor through the current payroll system (ex. Paylocity). Employees whose regular work schedule is less than 20 hours per week will not receive vacation leave.

In most cases, we prefer that no more than one week of vacation leave be taken consecutively. However, with special permission, vacation leave can be taken consecutively for up to 10 working days. This depends on the ability of the church to provide a replacement for the absent staff member. **Christmas Eve and Easter services are required for staff to work.** Leave requests should be approved before vacation plans are made.

In the event of employment terminating, all accrued vacation will be paid out on your last paycheck. Any negative vacation accruals will be subtracted from your last paycheck.

Unused Vacation Leave:

Employees are encouraged to use all vacation leave during the calendar year in which it was earned, however, we do allow a portion of unused leave to be rolled into the next calendar year on the following schedule:

- a. Full Time Employees (36-40 hour week) may roll over up to 40 hours of leave to the following year; unused hours in excess of 40 will be forfeited.
- b. Full Time Employees (30-35 hour week) may roll over up to 32 hours of leave to the following year; unused hours in excess of 32 will be forfeited.
- c. Part Time Employees (20-29 hour week) may roll over up to 20 hours of leave to the following year; unused hours in excess of 20 will be forfeited.

Sick Leave

Sick Leave is intended for employees to use for personal illness or doctor’s appointments. Sick leave can also be used for an immediate family member’s illness or doctor’s appointments.

Employees should request sick leave to their supervisor through the current payroll system (ex. Paylocity). If sick days are needed to extend beyond the amount available, vacation leave may be used. However, sick leave may not be used as a substitution for vacation leave. Sick Leave does not roll over to the next year.

Sick Leave is allotted at the following amounts.

SICFT Annual Rate: Full Time (36-40 hour week)	SICMT Annual Rate: Full Time (30-35 hours week) Accrues at 80%	SICPT Annual Rate: Part Time (20-29 hours week) Accrues at 50%
10 days (80 hours)	64 hours	40 hours

Maternity Leave

Healing Place Church will provide paid maternity leave to qualifying employees following the birth of an employee's child or the placement of a child through adoption or foster care, based on the schedule and details below.

Amount of paid leave	Baby/child's age
6 weeks of paid leave	newborn through 6 weeks
4 weeks of paid leave	7 weeks through 18 months
2 weeks of paid leave	19 months through 4 years

- Employees must take paid maternity leave in one continuous period of leave.
- This benefit is only available one time within a 12-month calendar year.
- Leave taken before a baby is born is considered vacation leave.
- The adoption of a new spouse's child is excluded from this policy.

Paternity Leave

Five days of paid leave will be given to each qualifying staff member. Vacation leave may be used if more time is needed.

Bereavement Leave

Full-time and regular part-time HPC employees are eligible for bereavement leave to allow a time of mourning after the loss of an immediate family member. An eligible employee may take up to 3 days of paid leave for a death in his/her immediate family. The immediate family includes: spouse, child, mother, father, sister, brother, mother- and father-in-law, brother- and sister-in-law, grandchildren, grandparents and grandparents-in-law. For the passing of an aunt, uncle or cousin, HPC will provide 1 day of bereavement to attend the family member's funeral.

More time off may be approved at the discretion of leadership and taken on a case-by-case basis. Factors considered will include travel time, nature of relationship with deceased, and responsibilities of the staff member in dealing with the situation. If additional time is needed in excess of approved bereavement leave, vacation or unpaid leave time may be taken with leadership approval.

Work Setting

HPC is an in office workplace. All positions are designed to work on site at HPC offices. In the event an employee needs to work from another location, supervisor approval is required. If an employee is unable to work effectively and complete job responsibilities off site, then a request for leave should be submitted. A half day of leave should be submitted if an employee is only able to work a partial day.