

### 4.3 PAID TIME OFF

Paid Time Off is available for vacation, continuing education, medical necessity, bereavement, parental leave, jury duty, illness, and other situations that may arise, pending supervisory approval.

- Staff members should make every effort to submit their request to the Pastor two weeks prior to the desired time off.

- Paid vacation time is based on a combination of average weekly hours worked in the previous calendar year and years of service. Vacation hours are available as follows:

After one year of continuous employment	1 x average weekly hours worked
After two years of continuous employment	2 x average weekly hours worked
After five years of continuous employment	3 x average weekly hours worked
After ten years of continuous employment	4 x average weekly hours worked

*For example, if an hourly staff member worked 15 hours on average per week the previous year and has worked 5 years, they are eligible for 45 hours of paid vacation in the current calendar year. Years of service is based on length of time a staff member has been employed continuously as of January 1<sup>st</sup> each year.*

- Paid sick leave: earned at a rate of 1 hour of paid sick leave for every 30 hours worked. If an employee is ill more than 72 consecutive hours, a doctor's release may be requested prior to returning to work.

- Parental leave: after 1 year of continuous service up to 8 paid weeks, based on average weekly hours worked, for the birth or adoption of a child or the placement of a foster child. Parental leave: up to 8 weeks for the birth or adoption of a child or the placement of a foster child.

- Leave of absence: Personal leaves of absence may be requested in writing through the Pastor, with approval to be determined on a case-by-case basis following established policies and practices.