

#5.13

EMPLOYEE VACATIONS

PURPOSE: To comply with Wage and Compensation laws while maintaining an ethical and equitable work environment.

APPLICATION: This Policy shall apply to all full-time and “eligible part-time employees” of Chapel by the Sea.

PROVISIONS:

- 1. Vacation benefits for employees are determined by the length of credited service as shown in the following schedule:

<u>Credited Service</u>	<u>Annual Vacation Benefit</u>
a. 1 through 5 years*	2 weeks (80 hours if full-time employee)
b. 6 through 10 years	3 weeks (120 hours if full-time employee)
c. 11 or more years	4 weeks (160 hours if full-time employee)

*Subject to the provision in paragraph 4 for newly hired employees.

- 2. For “eligible part-time employees” as defined in Policy & Procedure #5.11 (Employee Benefits) the terms “week” or “weeks” refers to the scheduled number of hours worked in a given week. For example, employee “X” works 20-hours per week, or on the average 4 hours per day. One week of vacation for this employee equals 20 hours of paid time. One day of vacation would equal 1/5th the number of hours in that employee’s normal work week (i.e., 20/5 or 4 hours). Likewise, employee “Y” works 30-hours per week, or on the average 6 hours per day. One week of vacation for this employee equals 30 hours of paid time.
- 3. Vacations are based on the calendar year, not the hire date.
- 4. Newly hired full-time and eligible part-time employees will be eligible to use two weeks of vacation benefits at the point in time when they have both: (a) completed six months of credited service; and (b) crossed into a new calendar year. On January 1 of the following calendar year, the employee will be eligible for vacation benefits in accordance with the benefits set forth in paragraph 1. If the newly hired employee completes six months of credited service prior to crossing into a new calendar year, the employee will be eligible to use one week of vacation benefits as of the completion of six months of credited service. On January 1 of the following calendar year, the employee will then be eligible for vacation benefits in accordance with the vacation benefits schedule set forth in paragraph 1.
- 5. The benefits reflected in paragraph 1 assume that an employee is working year round. Temporary and contract employees are not eligible for vacation benefits.
- 6. Employees are strongly encouraged to take their full vacation benefit each year. Therefore, no more than ten (10) days earned during the calendar year may be carried over to the next year.

Vacation carried over and not taken by December 31st of the following year will be forfeited (i.e., the unused vacation from previous year not taken in the following year will not be carried into a second year).

7. The cash value of accrued vacation will be paid to employees at the time of resignation, discharge, retirement, or death. Applicable taxes will be withheld from any lump-sum payments of vacation benefits using either a flat tax rate of 25% or any other withholding method as authorized by the I.R.S. for supplemental wages (see section 7 of I.R.S. Circular E). For example, a full-time employee employed for over five (5) years (entitled to 3 weeks annual vacation) with a termination date of May 1 would be paid for one (1) week of vacation (4/12 times 3 weeks).
8. Other than as provided in paragraph 7 above, no compensation shall be paid in lieu of vacation provided for under this Policy. Likewise, no additional vacation benefits shall be given in lieu of salary increases.
9. To assure that employees have equal opportunity to take vacations at the time of major holidays, employees will not normally be granted vacation adjacent to both Thanksgiving and Christmas in the same calendar year.
10. Vacation requests shall be submitted to the Pastor, who will then coordinate with the Chairperson of the appropriate oversight committee [Mission Committee, Buildings and Grounds, Administration, Finance, etc.] prior to granting or denying requests, taking into consideration:
 - a. the seasonal nature of Chapel by the Sea,
 - b. scheduling conflicts with other employees, and
 - c. other pertinent factors affecting Chapel and its Ministries.
11. The provisions for the Pastor's leave are set forth in his or her Terms of Call.

RESPONSIBILITY: The Pastor and the Chairperson of the appropriate oversight committee are together responsible for coordinating vacation schedules.