

Personnel Policies for Part-Time Employees

Sick Leave

There are no paid sick days.

Extended Illness

If time is needed to recuperate from surgery, illness, accidents or other health related conditions, it can be negotiated with the Church Council on an individual basis.

Maternity/Paternity Leave

Six weeks of paid maternity leave will be granted to employees.

Three weeks of paid paternity leave will be granted to employees.

Health Insurance

The Church will not make a contribution to medical, dental, vision or other health insurance.

Life Insurance

No life insurance benefit is available.

Vacation

For the Purpose of this section, a vacation week is equal to the average number of hours worked each week during the previous year.

Employees will be granted two vacation weeks during years 1-6 of employment, three vacation weeks during years 7 to 11, four vacation weeks during years 12 to 17, and five vacation weeks beginning in the 18th year of employment.

Paid time off is to be cleared in advance with the Moderator-elect. The employee and the Personnel Committee will arrange for someone to cover needed work during the vacation time.

Vacation time may be taken in hours, days, or weekly increments of one, or two weeks.

Any employee wanting more than two consecutive weeks of vacation time must clear it in advance with the Personnel Committee.

No employee will be allowed to take major Christian holidays (Christmas and Easter) off more frequently than once every other year.

Adopted August 10, 2022