

**FAIRHILL MANOR CHRISTIAN CHURCH
VACATION & SICK DAY POLICY
REVISED: NOVEMBER 11, 2021**

Fairhill Manor Christian Church has operated for many years without a vacation policy that provides guidelines for our employees so that they can take much needed time off for rest and relaxation. The Personnel Committee has discussed this issue and recommends this policy be approved and implemented so that paid time off is managed consistently moving forward. This policy also takes into consideration time when an employee or family member is ill.

When the Personnel Committee investigated the history of how our employees managed time off it was discovered that there were no guidelines. However, part of the reason for that is that not all our employees have standard work schedules. The Senior Pastor and Associate Pastor have the most definitive schedules followed by the Administrative Assistant and Custodian who work 25 hours per week. The Choir Director, Organist, and Financial Secretary work as they need to fulfill the requirements of their position. As a result, this vacation policy is broken into three sections to provide definitive time off for our employees. The three groups are classified as the Pastoral Group, the Part-Time Group, and the As Required Group.

PASTORAL GROUP

This group consists of the Senior Pastor and the Associate Pastor. The eligibility chart below defines an extra week of vacation eligibility after Year 5. The maximum vacation under this policy is 4 weeks which include 4 Sundays. A minimum of three weeks at the beginning of the pastorate is in the policy to ensure the health of the Pastor.

YEARS OF SERVICE *	TOTAL VACATION DAYS ELIGIBLE	MAXIMUM SUNDAYS INCLUDED
1-5	15	3
OVER 5	20	4

****Immediate eligibility in first year of (3) weeks to ensure the health of the pastor***

Guidelines for Vacation – Pastoral Group

1. The maximum amount of vacation that can be taken at a time is two weeks unless a specific reason is provided in writing by the Pastor and approved by the Board.
2. When the Church Office is closed a vacation day will not apply because it provides flexibility for the Pastors to work from home if needed. In addition, it allows the employees and the congregation to know for sure that the Office is closed so they can plan accordingly. Under this policy, the days the Office is closed will be posted on the church bulletin board, in the Manor Minutes and posted on the church website.
3. The present situation does not allow for days when the Pastor may be ill. This plan would provide **an additional five sick days per year to cover illness or family illness** effective at day of hire.
4. In all cases the Pastors will be responsible for reporting their time off to the Administrative Secretary so that days can be tracked accordingly. The vacation and sick day tracking sheet will be reviewed by the Personnel Committee on a periodic basis. The vacation day request form will be completed by the Pastors when requesting vacation with a copy given to the Administrative Secretary and the Financial Secretary.
5. All eligible vacation days must be taken in the current year and preferably at a week at a time. However, exceptions to take individual days can be made if necessary. No carryover of unused vacation days into the next year will be permitted. There will be no payment allowed for unused vacation days.
6. The vacation policy for the pastors does not cover Sabbaticals. The Personnel Committee recommends that the policy regarding Sabbaticals be reviewed, updated if necessary and approved by the board then included in the Personnel Handbook that will be worked on in the future.

PART-TIME GROUP

The Part-Time Group includes the Administrative Assistant and the Custodian. Both currently work 25 hours per week. Therefore, one week of vacation will comprise of 25 hours of pay at their designated hourly rate. The table below defines the vacation eligibility under the policy for this group.

YEARS OF SERVICE *	VACATION DAYS ELIGIBLE
1 TO 5	5 DAYS
6 TO 10	10 DAYS
11 TO 15	15 DAYS
OVER 15	20 DAYS

****Requires one year of service to be eligible for vacation. Sick day eligibility starts after one year of service.***

Guidelines for Vacation – Part-Time Group

1. Vacation Days can be taken individually or by the week. Two weeks advance notice is required except in an emergency. This is to allow time to find replacements to complete the work while the employee is off.
2. When the Administrative Assistant is requesting vacation, it will be their responsibility to collaborate with the pastors to find and train replacements to complete the required tasks during their time off. In addition, an announcement will be made in church and posted in the Manor Minutes that the Administrative Assistant will be on vacation and who will be filling in for them during that time and the days the fill in person will be present in the office.
3. When the Custodian is scheduling vacation time, it will be their responsibility to inform the Trustees so that they can plan who will perform custodial functions while they are off. Normally the Trustees will fill in for that person during their time off.
4. All vacation days scheduled will be documented on a Request for Vacation Form that will need to be completed by the employee and approved by the supervisor. A copy of the completed and signed form will be provided to the Pastors and to the Financial Secretary.

5. Vacation Days taken will be posted on a tracking sheet that is maintained by the Administrative Secretary.
6. As with the Pastors a total of five sick days will be provided to these employees to cover illness or family illness. Those will be tracked by the Administrative Secretary as well. The Administrative Assistant and the Custodian will be eligible for these sick days after 1 year of service.

AS REQUIRED GROUP

The third group is the As Required Group. This is a unique group because they do not have a definitive schedule. The Choir Director and Organist work on Sunday during worship, during a weeknight Choir practice, and as needed during the week to prepare for the upcoming service. The Financial Secretary defines their own schedule even more, and in the past has not requested time off.

VACATION ELIGIBILITY – AS REQUIRED GROUP - REQUIRES 2 WEEKS NOTICE

Choir Director	3 Weeks
Organist	4 Weeks
Financial Secretary	Time as Needed providing there is a replacement to do the work or the work can be deferred without disruption to the church and its finances.

These vacation days will also be tracked on a log by the Administrative Assistant and the Personnel Committee will review on a regular basis.

The following pages include a list of observed holidays on which the Church Office will be closed. If a holiday falls on a Saturday or Sunday, the holiday will be observed on the following Monday. Also included is a required form for employees to use in requesting vacation. Employees will submit the completed form to the Administrative Assistant, who will provide a copy of it to the Senior Pastor, the Associate Pastor, and the Financial Secretary.

**LIST OF OBSERVED HOLIDAYS
FAIRHILL MANOR CHRISTIAN CHURCH**

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Day

Note:

The Personnel Committee recommends placing this list of holidays in the Manor Minutes a week before the holiday and posting a full listing on the Church Website. That list would be updated annually to provide the actual date the holidays are being observed and the Church Office is closed.

