

VACATIONS (D 50)

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Annual vacation with pay shall be provided for regular full time denominational employees and may be accrued and calculated on the following basis:

	VACATION ENTITLEMENT		
	Per Year of <u>Full Time Service</u>	Per <u>38 Hr. Week</u>	Per <u>40 Hr. Week</u>
1-4 years	2 weeks	1.4575 hrs.	1.5385 hrs.
5-9 years	3 weeks	2.1863 hrs.	2.3077 hrs.
10 years	4 weeks	2.9151 hrs.	3.0769 hrs.

A normal work week differing from the 38 hours will require a recalculation of the entitlement accrual rate.

Regular part time employees accrue vacation time on a pro-rated basis. The rate of vacation time accrual shall be on the basis of years of full time equivalency.

Service for vacation accrual purposes shall include days worked, approved sick time, holidays and vacation days. (Seminary time does not apply).

Individuals who become denominational employees after several years of experience in a type of work which would enhance their ability to function more effectively in their work for the denomination may be granted one year of credit toward vacation accrual for each two years of prior service.

Vacation Time – Vacation time should generally be taken in the year of accrual. It will be assumed that exempt employees have taken their vacation annually unless a written request is made by the employee to the employer for a carry-over to the following year or a formal reporting/accounting system is in place. Vacation may be used at such time during the year when requested by the employee, approved by the supervisor, and authorized by the appropriate authority. With approval of the supervisor, employees may take unaccrued vacation up to the maximum of their expected accrual. If such employees terminate before the accrual has been restored, the value of the remaining unaccrued vacation that had been taken will be deducted from the final paycheck. Time off for Family and Medical Leave of Absence purposes shall be requested in accordance with the Family and Medical Leave policy.

Request for Vacation – Vacation request forms must be filled out and approved before the vacation is taken.

Maximum Accrual – Vacation time may only be earned and accumulated from year to year up to a maximum of 150% of the annual vacation entitlement including current year accruals. However, an employee shall be allowed to accrue more than the maximum time if the employer is unable to grant vacation at the time the employee reaches the maximum inclusive of vacation time for the current year.

VACATIONS, Cont'd

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Vacation carry over up to policy limits will be made automatically for hourly employees. Salaried employees are to submit a written request at year-end for any carry over of vacation time.

Termination or Retirement – At the time of termination from denominational employment or retirement, all accrued but unused vacation time shall be granted. The maximum shall be up to 150% of the annual vacation entitlement, including current year accrual.

Transfer – When an employee is transferred from one denominational organization to another, accrued vacation time of up to 150% of vacation entitlement including current year accruals, shall be paid in cash by the former employer to the employee at the time of transfer. The accrued amount will be equal to the amount the employee would receive while taking vacation entitlement before the transfer or termination begins.