

D.1.0 VACATION

(Last Updated 12/20/2021 by Jonathan Culley)

.01 The paid vacation benefit is available only for full-time employees (defined here as 30 or more hours/week) and is calculated based on our fiscal year (July through June). Paid vacation does not accrue over the year but is available at the beginning of each year or prorated for new employees based on when they start working.

.02 The amount of starting vacation days is assigned as follows:

Employee Category	Starting Days	Maximum Allowable
Full-Time, Non-Director	10 days/year	20 days/year
Director	15 days/year	30 days/year
Pastoral Staff	20 days/year	40 days/year

.03 Staff members will receive 5 additional days of paid vacation for every 5 years of service (within the same category above), up to the Maximum Allowable days noted above.

.04 In most cases, Saturdays and Sundays are considered normal days off and will not be charged against your vacation balance. For staff members whose days off are not normally not Saturday and Sunday, vacation days only apply to the normal work days for that staff member. For example, if the staff member normally works on Sundays and takes every Thursday off, and they request a sequence of 8 days of vacation, then vacation will be charged as follows:

- Thursday (off) No vacation day
- Friday (work) **Vacation day #1**
- Saturday (off) No vacation day
- Sunday (work) **Vacation day #2**
- Monday (work) **Vacation day #3**
- Tuesday (work) **Vacation day #4**
- Wednesday (work) **Vacation day #5**
- Thursday (off) No vacation day

.06 All vacation days must be approved at least 10 working days in advance by the staff member's immediate supervisor and Executive Pastor. The Vacation Request Form can be found on the staff webpage, www.covenantpalmbay.org/staff. It is understood that cooperation and agreement will be necessary to consider work need and the desires of other employees. Vacation requests will be approved on a first-come, first-served basis, and only if the time off will not interfere with the normal ministry operations of the church. Scheduling conflicts will be resolved by the Executive Pastor.

.07 When holidays occur during vacation time, the holiday will not count as vacation.

.08 If, at the end of the fiscal year, the employee has a remaining balance of unused vacation, they can roll over up to 25% of their total allowed vacation into the new year. Under no circumstances will compensation be given for any unused vacation time. This includes during employment and at the time of termination or resignation.