

Vacation Time

Employees who are not religious professionals earn vacation time each full pay period according to the schedule shown below. Full-time religious professionals earn four weeks of vacation time a year regardless of their years of service. Part-time employees earn vacation on a pro-rated basis determined by the percentage of a full-time schedule they work. For example, an employee who works 20 hours a week earns 50% of the full-time vacation accrual rate. Employees may carry over one week of vacation time to the following year. Additional unused vacation time is lost. The Board of Trustees may, at its discretion, authorize alterations to this policy on an individual basis.

Full Time Employees

Years of Service	Vacation Hours per Pay Period	Annualized
0 to 2 years	3.33 hours per pay period	2 weeks (80 hours)
2 to 6 years	5.00 hours per pay period	3 weeks (120 hours)
More than 6 years	6.67 hours per pay period	4 weeks (160 hours)

All vacation time must be arranged in advance and approved by your supervisor. Vacation time longer than two weeks must also be approved by the Board of Trustees. Once vacation time is approved, everything possible will be done not to interfere with your plans. However, we reserve the right to withdraw approval of vacation time in extreme emergencies.

Vacation hours may not be converted to cash, except at the end of employment. At that time, you will be paid for your unused accrued vacation time at your current rate of pay.

Personal Time (including sick time)

Personal time is provided to accommodate illness or personal business (appointments, etc.) at the employee's discretion. Personal time shall not be combined with vacation time. Personal time should be scheduled with your supervisor in advance if possible. In the case of illness or emergency, your supervisor must be notified at your earliest convenience. Employees absent for three work days without reporting to their supervisor are deemed to have resigned and their employment shall terminate.

Full time employees earn personal time at the rate of one day per month, for a total of 12 days per year. A maximum of 12 days of personal time may be accrued. Once the maximum personal time has been reached, additional time does not accrue. Personal time may not be converted to cash in any event, including the termination of employment.

Extended Leave for Illness or Injury

If you are a full time or part time employee, time lost due to an illness lasting less than five consecutive working days will be charged to your personal time or vacation time, or will be deducted from your pay. In the event of an illness lasting five consecutive working days or longer, you are eligible for full salary for the number of weeks shown in the Salary Continuance Schedule below.

Salary then drops to 60% of your current rate for the additional number of weeks shown. In case of an illness or disability lasting longer than 12 weeks, benefits are available to employees under our Long Term Disability insurance. Employees must opt into the Long Term Disability program and agree to have the insurance premium withheld from their paycheck to qualify for coverage after 12 weeks. Details about Long Term Disability insurance are provided in benefit information separately from this manual. Your vacation and personal time will not accrue during the disability period.

Salary Continuance Schedule for Full Time Employees

If you have continuous service of	Your will receive your regular salary for:	60% of your salary for:
6 months but < 1 year	1 week	11 weeks
1 year but < 2 years	2 weeks	10 weeks
2 years and over	6 weeks	6 weeks

Any illness lasting five or more days must be supported by a doctor’s report. The doctor’s report must contain a date (“release date”) by which you will be sufficiently recovered to return to work. Your absence beyond this release date will be treated as leave without pay.