

ST. JAMES LUTHERAN CHURCH
GETTYSBURG, PENNSYLVANIA

Number 2.30
Subject Vacations
Effective Date 02/11/03
Revised 01/16/13
Committee Personnel

Personnel Administration

- I. Staff members in Groups A and B shall receive twenty (20) days of paid vacation annually. Groups A and B will receive twenty-five (25) days of paid vacation annually after twenty (20) years of service.
 - A. Vacation and leave shall be scheduled so that at least one pastor or diaconal minister will be available.
 - B. Vacation and leave shall be scheduled so that either the Minister of Music or the Minister of Youth will be available.
 - C. The pastor shall approve vacation scheduling for all staff members. During a time that the congregation does not have a called pastor, the responsibility will fall upon the Personnel Committee.
 - D. The Minister of Music will arrange for a substitute organist for services during a time of vacation or leave.
 - E. The Minister of Youth will arrange for a substitute youth leader for youth activities that are scheduled during a time of vacation or leave.
- II. Staff members in Groups C and D shall receive paid vacation as follows:
 - A. Up to 5 years service 10 days
 - B. 6-10 years of service 15 days
 - C. 11+ years of service 20 days
 - D. The Office Manager coordinates vacation requests for the office personnel and forwards the schedule to the pastor for final approval.
- III. Staff members in Group E shall receive paid vacation as follows:
 - A. Up to 5 years service 5 days
 - B. 6-10 years of service 7.5 days
 - C. 11+ years of service 10 days
 - D. The Building Superintendent coordinates vacation requests for the Assistant Sexton(s).
- IV. All persons hired for a position in Group A, B, C, D or E will serve for ninety (90) calendar days before being eligible for vacation days.
 - A. Those hired January through March will receive the full number of vacation days.
 - B. Those hired April through September will receive half the number of vacation days.

- C. Those hired October through December will receive no vacation for that year.
 - D. Exceptions to this will need approval of the immediate supervisor.
 - E. All vacation time must be used by December 31st of each year.
- V. One day's vacation shall be eight hours of regular pay for Group C members and shall be scheduled during the period Monday through Friday, excluding any day that is a paid holiday.
- VI. One day's vacation for Group D and E members shall be the normally agreed-upon hours worked on any given day, based upon the regular hourly wage and shall be scheduled during a regular workday, excluding any day that is a paid holiday.
- VII. Guidelines for the pastors to use when approving vacation requests:
- A. The church need and work schedules will determine vacation availability for all employees.
 - B. Vacations should be scheduled in advance to allow enough time for scheduling substitutes when appropriate,
 - C. The pastors may at all times use their discretion to make decisions about unusual situations or in an emergency.