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GETTYSBURG, PENNSYLVANIA

Number 2.43
Subject Personal and Bereavement Leave
Effective Date 4/11/00
Revised 01/16/13
Committee Personnel

Personnel Administration

I. Personal Leave

A. Group C and D staff members can earn personal days as follows:

1. Year 1 1 day
2. Year 2 2 days
3. Year 3+ 3 days

B. Personal leave may be taken only with the permission of the immediate supervisor.

C. All other leaves shall be dealt with at the discretion of the Congregational Council with advice from the Personnel Committee

D. Personal Leave may be used in increments as small as one (1) hour. Any time beyond a full hour will be rounded up to the next full hour; i.e., you leave for an appointment with your bank and are gone for an hour and a half. You will be charged with 2 hours of personal leave time.

II. Bereavement Leave

A. All staff members working more than 1000 hours per year may be granted up to three (3) days off with pay at the death of a member of the immediate family or spouse's family.

B. Up to one day off with pay may be granted for attendance at funerals of other near relatives.

C. Additional time off without pay may be granted in either case when justified.