

ST JAMES LUTHERAN CHURCH

BENEFITS GUIDE

(This is a quick guide to staff benefits. It should not be construed as the final authority on any benefits. Please refer to the appropriate official policy in the church policy manual for additional or definitive information.)

Group definitions are in Policy 2.10

Benefit	Policy	Group A	Group B	Groups C & D	Group E
Holidays	2.20	8 days per year	8 days per year	8 days per year	8 days per year
Vacations	2.30	0-20yrs - 20 days 20+ yrs - 25 days	0-20yrs - 20 days 20+ yrs - 25 days	0 to 5 yrs – 10 days 6-10 yrs – 15 days 11+ yrs – 20 days	0 to 5 yrs – 5 days 6-10 yrs – 7.5 days 11+ yrs – 10 days
Health Insurance	2.40	Provided; Family coverage provided as needed	Provided; Family coverage provided as needed	Provided as needed; family coverage may be purchased	Not provided
Disability Insurance	2.40	Provided	Provided	Provided	Not provided
Medical and Extended Sick Leave	2.41	Three months	10 days per year May accrue up to 60 days	10 days per year May accrue up to 60 days	5 days per year May accrue up to 15 days
Family Leave	2.42	12 weeks unpaid leave	12 weeks unpaid leave	12 weeks unpaid leave	12 weeks unpaid leave
Personal Leave	2.43	NA	NA	Year 1 – 1 day Year 2 – 2 days Year 3+ – 3 days	None
Bereavement Leave (must work >1000 hrs/yr)	2.43	3 days – imm family 1 day – other relatives	3 days – imm family 1 day – other relatives	3 days – imm family 1 day – other relatives	3 days – imm family 1 day – other relatives
Continuing Education	2.70	Up to 2 weeks	Up to 2 weeks	As budgeted	As budgeted
Pensions	2.85	Provided	Provided	Provided	Not provided
Sabbatical Leave	2.90	Up to 3 months after 6 years	Up to 3 months after 6 years	NA	NA
Staff Support	2.95	Mutual Ministry Team	Mutual Ministry Team	Not provided	Not provided