

Section D.

Date Approved/Revised:

Approved By:

BENEFITS

"Do not withhold good from those who deserve it, when it is in your power to act." Proverbs 3:27

*"All hard work brings a profit, but mere talk leads only to poverty."
Proverbs 14:23*

Statement of Policies and Procedures:

.01 The Church's benefit plan is designed to provide compensated time away from work; to help employees pay certain expenses and to make available cost-effective coverages through group rates to employees' eligible dependents; and to provide certain other assistance as occurrences arise.

.02 Although the benefits described in this Section are currently available, the benefits may be adjusted. Considerations that may lead to an adjustment in benefits include, but are not limited to, an increase in the cost of the benefits and/or the decrease of funds or contributions received by FirstChurch which may have an adverse effect on the fiscal integrity of the Church's financial position.

.03 Regular full-time employees (employees who work a minimum of 30 hours per workweek) are the only employees who are entitled to the following benefits.

1.0 VACATION

1.1 Ministerial and Administrative/Managerial Staff

.01 These staff members vacation is determined by the length of service in the ministry and not based upon just the length of full-time service at FirstChurch. As years of service in ministry are much like serving in a major company, moves from one ministry location to another shall not negatively impact considered "tenure" for vacation. For example, if a person has served in the ministry for six years at various locations, he or she shall be entitled to three weeks vacation (see 1.1.1 below). These staff will accrue vacation as follows:

1.1.1 Length of Accumulated Service In The Ministry

- .01 If total ministry service is less than 6 months - 0 Weeks
- .02 If total ministry service is 7 to 12 months - 1 Week
- .03 If total ministry service is 1 Year through 4 Years - 2 Weeks
- .04 If total ministry service is 5 Years through 14 Years - 3 Weeks
- .05 If total ministry service is 15 Years through 24 Years - 4 Weeks
- .06 If total ministry service is 25 Years or more - 5 Weeks
- .07 The determination of the number of years to be credited toward length of accumulated service in the ministry prior to being employed by FirstChurch shall be made at the time of ministerial call or employment.
- .08 For these staff members whose days off are normally not Saturday and Sunday, the following procedure will apply for the purpose of counting vacation days:
 - Saturday will be considered as a normal day off and not charged against vacation.
 - Sunday and other days (other than the normal day off) will be counted as workdays, and therefore, charged against vacation. (Note: If the staff member has responsibilities in regard to a Saturday evening ministry activity, then he or she is normally expected to be present to fulfill those obligations. It is, however, to be understood that staff members who are present on a given Saturday evening are not required to be present on the following night for the Sunday evening service unless their presence is necessitated by extenuating circumstances.)
 - For example, if the staff member normally has Thursday off and elects to take one week of vacation, 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
- .09 Choices of vacation dates will be cleared through the employee's immediate

supervisor and then turned in to the Executive Minister's office for approval at least 10 working days in advance. The Executive Minister will then supply this information to the Minister of Administration's office.

1.2 Support Staff

.01 Full-time support staff employees will accrue vacation based on their anniversary date and their length of continuous service with FirstChurch, as follows:

1.2.1 Length of Continuance Service at FirstChurch

.01 If hired in months 7 through 12 of calendar year - 0 Weeks

.02 If hired during first 6 months of calendar year - 1 Week

.03 After 1 Year through 4 Years - 2 Weeks

.04 After 5 Years through 14 Years - 3 Weeks

.05 After 15 Years through 24 Years - 4 Weeks

.06 After 25 Years - 5 Weeks

.07 For new employees, the 90-day probationary period will count as continued service in performing the above calculations.

.08 Choices of vacation dates will be cleared through the employee's immediate supervisor and then turned in to the Minister of Administration's office for approval at least 10 working days in advance.

1.3 All Employees

.01 An employee's anniversary date corresponds to the month the employee was hired, subject to adjustment for the portion of any leave of absence in excess of 30 days.

.02 Vacations shall be taken in at least weekly segments. The dates requested by the employee will be honored when possible. Requests shall be made on a Vacation Request ([Form No. 12-41](#)). 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 either the Executive Minister or Minister of Administration.

.03 When holidays occur during vacation time, the holiday will not count as vacation. The employee may be responsible for, or assist with, maintaining and supervising the vacation schedules for all persons within their ministry department.

.04 Upon termination the employee may be eligible to be paid only for any accrued unused vacation. If the employee shall take vacation and then leave the Church's employment before the vacation is accrued, his/her final paycheck will include a deduction in the same amount as their vacation pay.

.05 Vacation time will not accumulate from year to year. Compensation will not be given for any unused vacation time remaining at the end of the calendar year.

2.0 HOLIDAYS

.01 The following holidays are recognized as paid holidays:

- New Year's Day
- Easter (Monday following Easter)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (Plus Friday following Thanksgiving)
- Christmas Day (Plus one additional day either before or after Christmas)

.02 Employees away from work on an unpaid leave of absence other than leaves due to work-related injuries will not be compensated for holidays occurring during their leave of absence.

.03 In the event any of these holidays occur on Saturday, the prior Friday will be considered the holiday. If the holiday falls on Sunday, the following Monday will be considered the holiday.

.04 The Church offices and buildings are closed on these days.

3.0 LEAVES OF ABSENCE

.01 The Church makes unpaid leaves of absence available to employees on the following basis:

3.1 Personal Leave

.01 A leave of absence may be granted for a compelling personal reason that does not qualify under the provisions of the state Family Care and Medical Leave

