

Awakening Together Paid Time Off Policy and Procedure

Policy: Awakening Together shall have a policy that addresses paid time off for salaried officers, exempt employees and the Retreat House Caretaker. The purpose of the policy is to provide a common understanding regarding expectations and limitations of paid time off and to minimize misunderstandings regarding paid time off. Paid time off (PTO) is accommodating paid time off from work that can be used for personal activities such as vacation, volunteerism, personal or family illness, weddings, funerals, family obligations, and etc.

Procedure I: General Procedures – This procedure provides information that applies to salaried officers, exempt employees and the Retreat House Caretaker, all of which are referred to as “staff members” in this procedure.

- A. Any staff member who has a desire or need for PTO must request PTO per Procedures II, III and IV as applicable and must receive approval for PTO prior to finalizing plans for PTO. The exception to this procedure is in the case of an emergency. If a staff member is hospitalized or otherwise made incapacitated, he/she may submit the PTO request as soon as he/she is able, and PTO will be retroactive to the day PTO began.
- B. PTO is accommodating to both the staff member and the church. Therefore, the needs of the church and the needs/desires of the staff member are to be given *equal consideration* whenever a PTO request is submitted. Although the needs of the church must be met, supervisors may use creative “out-of-the-box” thinking to meet the needs of the church while the staff member takes PTO. PTO requests should be refused only when the needs of the church cannot be met without the presence of the staff member.
- C. In order to help ensure the needs of the church can be met so that the PTO request can be approved, staff members should submit their PTO requests as early as possible.
- D. Before approving a PTO request, supervisors should confer with others who may have information that could affect the approval of the PTO request.

Procedure II: Salaried Officers – Salaried Officers are provided with a liberal PTO program with the understanding the salaried officers are responsible to ensure orderly operation of the church at all times, including while on PTO.

- E. Salaried officers of the church accrue paid time off at the rate of 1 day per pay period for a total of 24 days per calendar year. PTO is accrued if the officer works during the pay period or is on PTO for part or all of the pay period. PTO is not accrued whenever the officer takes unpaid time off.
- F. The following days are regular non-work days, so they may be taken off with pay without being charged against the officer’s PTO accrual: Fridays, Saturdays, New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas. (For example, if an officer takes time off

from Wednesday, December 24 through Sunday, December 28, the officer is charged 2 days of PTO.)

- G. Officers are permitted “flextime” within the same 7-day period without being charged PTO. (For example, if an officer would like to take Saturday and Sunday off, the officer may work on Friday, and Sunday will not count as PTO.)
- H. Officers are expected to take whatever actions are necessary to ensure the needs of the church continue to be met while on PTO. This may include accomplishing some work, such as checking email, teaching a class, or managing an ongoing program, while on PTO. If an officer is required to work 4 hours or more on the same day while on PTO, that day will count as a workday and the officer will not be charged PTO for that day.
- I. Officers are not required to take PTO for jury duty service of 3 days or less, and officers will continue to receive their salary for those days. If jury duty is longer than 3 days, refer to applicable state laws to see what the state requires of the employer.
- J. The maximum amount of PTO that an officer may keep in his/her PTO bank is 40 days of PTO. When an officer’s PTO bank is full, the officer will stop accruing PTO for as long as the PTO bank remains at its maximum.
- K. Officers may not sell PTO to the church for a financial payout.
- L. PTO is forfeited when an officer resigns since it is no longer needed for the purpose of paid time off, with the following exception: When an officer retires from the church (at age 59.5 or more and after at least 10 years of service), the officer may continue to receive his/her full salary until his/her PTO bank is empty.
- M. The President-Minister is responsible for approving an officer’s PTO request and for maintaining each officer’s PTO balance. The President-Minister is also responsible for conferring with the Vice President-Minister (or the Sanctuary Director if there isn’t a Vice President-Minister) before approving his/her own PTO.
- N. When this policy is originally initiated, each officer will receive 13 days of PTO as a beginning balance in his/her PTO bank and accrual will begin with the next full pay period.

Procedure III: Exempt Employees – The following PTO program applies to both part-time and full-time exempt employees.

- A. Exempt employees of the church accrue paid time off at the rate of .75 days per pay period for a total of 18 days per calendar year. PTO is accrued if the employee works during the pay period or is on PTO for part or all of the pay period. PTO is not accrued whenever the employee takes unpaid time off.
- B. The following days are regular non-work days, so they may be taken off with pay without being charged against the employee’s PTO accrual: Fridays, Saturdays, New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas. (For example, if an employee takes

time off from Wednesday, December 24 through Sunday, December 28, the employee is charged 2 days of PTO.)

- C. Exempt employees are not permitted flextime and must take PTO for any paid time off. Exempt employees may take PTO in half-day increments, as needed, because of time off that will impact his/her regular work schedule. (For example, if the Sanctuary Director needs time off to go to a doctor's appointment when the Sanctuary is regularly open, he/she will need to take PTO.) However, an employee is not required to take PTO for partial days off if the time off does not affect his/her regular duties.
- D. Exempt employees are not required to take PTO for jury duty service of 3 days or less, and exempt employees will continue to receive their salary for those days. If jury duty is longer than 3 days, refer to applicable state laws to see what the state requires of the employer.
- E. The maximum amount of PTO that an exempt employee may keep in his/her PTO bank is 30 days of PTO. When an exempt employee's PTO bank is full, the employee will stop accruing PTO for as long as the PTO bank remains at its maximum.
- F. Exempt employees may not sell PTO to the church for a financial payout.
- G. PTO is forfeited when an exempt employee resigns since it is no longer needed for the purpose of paid time off, with the following exception: When an exempt employee retires from the church (at age 59.5 or more and after at least 12 years of service), the employee may continue to receive his/her full salary until his/her PTO bank is empty.
- H. The exempt employee's supervisor is responsible for approving the employee's PTO request and for reporting PTO to the President-Minister. The President-Minister is responsible for maintaining each employee's PTO balance.
- I. When this policy is originally initiated, each exempt employee will receive 10 days of PTO as a beginning balance in his/her PTO bank and accrual will begin with the next full pay period.

Procedure IV: Retreat House Caretaker – The Retreat House Caretaker (RHC) is addressed in a separate procedure because of the special circumstances related to his/her role.

- A. The RHC accrues paid time off at the rate of 1 day per pay period for a total of 24 days per calendar year. PTO is accrued if the RHC works during the pay period or is on PTO for part or all of the pay period. PTO is not accrued whenever the RHC takes unpaid time off.
- B. The following days are paid holidays, so they may be taken off with pay without being charged against the RHC's PTO accrual: New Year's Day, Fourth of July, Thanksgiving, the day after Thanksgiving, and Christmas Eve, Christmas. (For example, if the RHC takes time off from Wednesday, December 24 through Sunday, December 28, the employee is charged 3 days of PTO.)
- C. Since the RHC resides at and cares for the Retreat House, he/she does not have traditional "days off." To accommodate this difference in the work

- arrangement, the RHC does not need to take PTO for personal time off when the Retreat House is open, there are no guests, and he/she will be on the Retreat House premises for at least a portion of the day.
- D. The RHC must take PTO for personal time off when the Retreat House is closed to accommodate the time off, when other accommodations must be made to meet the needs of guests during his/her time off, or when the RHC is taking personal travel time and will not be on Retreat House premises.
 - E. The RHC is not permitted flextime. The RHC may take PTO in half-day increments, as needed, because of time off that will impact his/her regular work schedule. (For example, if the RHC will not be available to provide a meal that is typically provided for guests.)
 - F. The RHC is not required to take PTO for jury duty service of 3 days or less, and the RHC will continue to receive his/her salary for those days. If jury duty is longer than 3 days, refer to applicable state laws to see what the state requires of the employer.
 - G. The maximum amount of PTO that the RHC may keep in his/her PTO bank is 40 days of PTO. When the RHC's PTO bank is full, the RHC will stop accruing PTO for as long as the PTO bank remains at its maximum.
 - H. The RHC may not sell PTO to the church for a financial payout.
 - I. PTO is forfeited when the RHC resigns since it is no longer needed for the purpose of paid time off, with the following exception: When RHC retires from the church (at age 59.5 or more and after at least 12 years of service), he/she may continue to receive his/her full salary until his/her PTO bank is empty.
 - J. The RHC's supervisor is responsible for approving the RHC's PTO request and for reporting PTO to the President-Minister. The President-Minister is responsible for maintaining the RHC's PTO balance.
 - K. When this policy is originally initiated, the RHC will receive 13 days of PTO as a beginning balance in his/her PTO bank and accrual will begin with the next pay period.