**AG Pastoral Vacation & Time Off Information**

**Insert church**

**logo here**

**Paid Vacation for Pastoral Staff**

At (insert church name) we believe that a good vacation benefits the ministry. Pastors are on call 24 hours a day, seven days a week, so time away can bring renewal and refreshment for the tasks at hand and help prevent burnout. This document clarifies how our vacation policy, days off, and sick days are figured out and utilized.

**Vacation**

The Church agrees to provide paid vacation based on the Official Board of Deacons’s approval. A Pastor shall consult in advance with the Lead Pastor before taking any vacation time. This vacation shall be recorded and a statement of vacation time used and remaining will be available to the Pastor upon request. Vacation requests are to be submitted for approval by January 5th of each year.

**Vacation Days**

In business and industry, a 5-day / 40-45-hour workweek is normal, in which a “5-day vacation” is considered one week of vacation. Usually, these days include Monday, Tuesday, Wednesday, Thursday, and Friday. In business and industry this means that the worker also receives the weekends, before and after the “5-day vacation”. Every day of a “vacation” should be “counted”; generally, with on Saturday/Sunday included with every 5 days.

Pastors receive one day off during the week yet are “on-call” on Saturdays even though office hours are not required. Pastors also work many nights and weekends serving their local congregations. Additionally, Pastors “work” on many “National Holidays” (Christmas, New Year’s Day, Easter, Memorial Day, 4th of July, etc.), which should be considered in thinking about vacation time. With all of those considerations, this is how vacation at (insert church name) days are counted:

Vacation Days:

1-week vacation time = 7 days – including your day off and Saturday.

2-week vacation time = 14 days, including your day off and Saturday.

3-week vacation time = 21 days, including your day off and Saturday.

4-week vacation time = 28 days, including your day off and Saturday.

A Pastor may not miss more than the same number of Sundays and Wednesdays as they have in a week(s) for vacation in a calendar year. For example: if a Pastor has 3 weeks of vacation, they can’t miss more than 3 Sundays/Wednesdays for vacation. **NOTE:** A Pastor may miss additional Sundays for ministry-related (non-vacation) speaking/ministry as approved by the Lead Pastor.

A vacation is given so that the pastor and his family may refresh themselves. In the best interests of all concerned we expect that the pastor use his full vacation each year. NO vacation time is allowed to be rolled from one year into the next calendar year.

Vacation is to be kept separate from study leave, attendance at conferences, or weekly days off/sabbatical leave.

Pastors are encouraged to take a vacation in a large enough block of time (at least one week) for the refreshment, which is necessary for effective renewal.

**Weekly Time Off**

Pastors are expected to take at least one full, uninterrupted day off each week. If ministerial duties fall on their regular day off, the Pastor would, of course, meet his Pastoral obligations, but then should switch their day off to another day to refresh. Days off are only earned during a normal workweek of hours. Days off are not cumulative and must be used in the week of work.

**Sick Days**

As Pastors receive a salary and usually have much freedom in their schedule, it is difficult to prepare a policy concerning “days off due to ill health”. The Lead Pastor should be notified of any days off due to illness. An excess of sick days could result in an inquiry of the reasons and if determined to be abusive, could result in dismissal from employment.