

# VACATION, SICK DAYS & OTHER BENEFITS POLICY

REVISED JANUARY 6, 2017

## CHANGES FROM PREVIOUS POLICY:

- 1) Identifies Full-time employees at those who work 32 hours per week or more;
- 2) Adds the Contract employee's language to the policy;
- 3) Changed that part-time and contract employees are no longer eligible to earn for vacation time, sick days, professional ministry days or holiday pay;
- 4) Adds the term "Supported Staff" to the policy;
- 5) Adds that Full-Time staff are eligible to "participate" in health, dental, disability, and life insurance programs with the church and that these benefits are determined annually on an individual basis;
- 6) Adds information about Guidestone's retirement plan benefit;
- 7) Updates the Leave of Absence policy to be approved by the Senior Leadership Team rather than the elders.

# Vacation, Sick Days and Other Benefits

## A. Vacation Days Benefits

**Full-time** employees (32+ hours per week) shall be eligible for paid vacation days. Vacation days are awarded annually at the beginning of the fiscal year (September 1 – August 31) and may not carry over into the next fiscal year. Instead of Vacation Days and Professional Ministry Days (see next section), **Part-time** employees and **Contracted** employees do not earn vacation days' benefits.

## B. Professional Ministry Days

Full-time ministerial employees may request days off to engage in outside ministries such as leading retreats for other churches, speaking engagements, approved personal development, etc. Time off for such activities should be requested with the employee's supervisor as far in advance as possible. Professional Ministry Days are awarded annually at the beginning of the fiscal year (September 1 – August 31) and may not carry over.

Vacation and Professional Ministry days are accrued based on the employee's length of continuous service with Mosaic, as follows:

<b>Continuous Service Anniversary</b>	<b>Annual Vacation Days Earned</b>	<b>Professional Ministry Days</b>
6 months	5 days	0 days
1 year	10 days	5 days
2 years	12 days	7 days
3 years	13 days	8 days
4 years	14 days	9 days
5 years	15 days	10 days
Beyond 5 years	10 Days + 1 day for each year of service (up to 30 days)	5 days + 1 day for each year of service (up to 20 days)

For both Vacation and Professional Ministry Days, requests should be submitted a minimum of 30 days in advance. Requests will be approved on a first come, first serve basis, and only if the time off will not impede the normal operations of Mosaic. Total length of absence should not exceed 15 days in any 30-day period, unless otherwise approved by your supervisor and the Executive Pastor. Adjustments to this schedule may be considered and approved as appropriate by Mosaic's Elder Board.

## C. Support Development & Maintenance

Some Mosaic ministerial staff are considered Supported Staff and are required to raise all or a portion of their support to cover salary and/or benefits. Mosaic's Elder Board recognizes their obligation to support the ongoing responsibilities of support development and maintenance and desires to reflect that by granting support development time for such purposes. Mosaic staff members who are required to develop **full support are allowed up to 30 days per year** to sustain existing support or develop additional support. Mosaic staff

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members, who **raise partial support, are allowed up to 10 days per year** for support development & maintenance. The supported employee is expected to work with church leadership to develop work and travel plans, as well as support goals and objectives for their time away from the office. This time away should be planned so that normal operations of Mosaic are minimally affected. In addition, Mosaic staff members who raise support are granted ½ day per month for partner communication, support development analysis and engagement.

## D. Sick Days

All **full-time** employees are eligible to receive sick days accrued based on the employee's length of continuous service with Mosaic. Specifically, full-time employees receive the equivalent of 1 day per month of employment. Sick days may accumulate with the employee's tenure; however, sick days cannot be exchanged for compensation. Part-time and Contract employees are not eligible for sick pay.

## E. Holidays

All **full-time** employees are eligible to receive the following eleven (11) holidays off with full pay. **Part-time** employees may schedule work hours as approved with their supervisor to minimize the effect of holidays on their pay. Holidays recognized by Mosaic Church of Central Arkansas:

New Year's (2 days)	Independence Day
MLK Day	Labor Day
Presidents Day	Thanksgiving (2 days)
Memorial Day	Christmas (2 days)

### The following general provisions apply to holidays:

1. If the holiday falls on a church program day i.e. Sunday, alternate days off will be available.
2. If a holiday falls during an employee's approved vacation period, the employee will receive full pay and not be charged for vacation time the day the holiday is observed.
3. Employees on an approved leave of absence are not eligible for full holiday pay during the leave.
4. Part time and Contract employees are not eligible for holiday pay.

## F. Health, Dental, Disability and Life Insurance

Full-time staff are eligible to participate in health, dental, disability and life insurance plans through Mosaic. Participation levels are determined annually on an individual basis.

## G. Retirement Plan

All Employees are eligible to participate in Mosaic's Retirement Plan offered through Guidestone Financial Resources. Full-time employees may be eligible to participate in a

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matching program through Mosaic. These participation levels are determined annually on an individual basis.

## H. Workman's Compensation Insurance

All Employees are covered under Mosaic's Workman's Compensation Insurance Policy. Any job-related injuries should be reported immediately to the Executive Pastor.

## I. Sabbaticals

Mosaic's Sabbatical Leave Policy is designed to honor, keep and build healthy pastors and church staff. The goal of Sabbatical Leave should be a renewed passion for life and ministry leading to better overall health, fruitfulness, ministry longevity and success. After five years of continuous full-time employment by Mosaic, staff members may request, from the elders, a paid sabbatical. A sabbatical should be marked by a complete separation from employment roles. Generally, sabbaticals consist of consecutive days are typically 30-days in length. They are awarded after 5 years and every three thereafter; however, the board of elders reserve the right to adjust sabbatical length and terms on an individual basis. The Executive Pastor must approve the request prior to submission to the elders after evaluating the request on tenure, scheduling, current fiscal conditions and staffing levels. Requests should be submitted as early as possible and a minimum of 60 days in advance. After the initial sabbatical is awarded, subsequent benefit eligibility is every three years from the completion of the previous sabbatical.

## J. Leaves of Absence

Mosaic complies with all applicable state and federal laws and regulations concerning leaves for work-related illnesses or disability for full-time employees.

### 1. Personal Leaves

Personal leaves of absence may be requested for compelling personal reasons that are not of a medical nature. Requests for personal leave will be granted at the sole discretion of the Mosaics Senior Leadership Team, and will be based upon the facts and circumstances regarding the request. The request must be in writing and must state the reason(s) for the leave and its expected duration. Personal leaves of absence should be **rare and infrequent** in occurrence and periods exceeding 30 days would be extraordinary requiring most likely requiring staffing adjustments. Employees returning to work at the end of a personal leave of absence will normally be returned to their former position if the opening exists. If the opening no longer exists, the employee will be considered for a comparable position if one is available. Personal leaves of absence are generally unpaid.

### 2. Medical Leaves

Mosaic's Sick Leave policy is designed to aid staff in the process of maintaining income during times of illness. However, medical leaves of absence may be requested for longer illnesses or disabilities. Requests for medical leave will be

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granted to employees who present a written statement from a physician that certifies the need for medical leave and the estimated length of time the employee will be unable to work due to the illness or disability. Medical leaves of absence may not be granted for a period more than six (6) months and are generally unpaid, but special circumstances may warrant paid medical leave.

For a medical leave of absence due to pregnancy, employees are expected to present a written statement from a physician that certifies the pregnancy and discloses the expected date of birth. Mosaic grants six (6) weeks of paid medical leave for **full-time employees**. This leave will consume any accrued sick time the employee may have accumulated at the time of the leave. Additional time may be requested in the event of medical complications resulting from or following pregnancy. Part-time employees are not eligible for paid medical leave.

### 3. Paid Jury Duty Leave

Employees called to serve jury duty will receive regular pay up to 40 hours a week. To be eligible for paid leave, employees must advise their supervisor of jury obligations within 48 hours of receipt of a jury duty summons. Employees who are excused from jury duty for the day or are excused early should report to work immediately.

### 4. Paid Military Leave

Mosaic complies with applicable state and federal law concerning leaves for military duty in the uniformed services of the United States.

### 5. Return from Leave of Absence

Although Mosaic is not able to guarantee reinstatement in all cases, employees that return to work immediately following the end of an approved leave may return to the same position that was held prior to the leave of absence. If the position in question has been filled or terminated, employment in a comparable position will be made available. Upon returning from the leave of absence the employee must furnish a written release from a physician that verifies the employee can safely perform the duties of employment.

Transfer to a less strenuous or hazardous position will generally be accommodated to employees who submit certification from a health care provider stating that such a transfer is medically advisable. Certification must include the date of the medical advisability of the transfer, the estimated duration of the need for the transfer, as well as a detailed statement that affirms the following: "Due to a medical disability, the employee is unable to work at all, or perform any of one or more essential functions of this position without undue risk to himself (herself) or others."

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Mosaic complies with applicable state and federal law concerning leaves for work-related illness or disability.

### **The following general provisions apply to all leaves of absence:**

1. Failure to return to work within the first three (3) days following the expiration of an approved leave of absence may be considered voluntary termination.
2. Employees on leave of absence must stay in contact with Mosaic on a regular basis (at least monthly) regarding their status and anticipated date for returning to work.
3. Employees on leave of absence who seek or accept other employment without the prior written approval of Mosaic may be subject to disciplinary action, up to and including termination.
4. Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including termination.