



St. James Episcopal Church
Baton Rouge, LA
Lay Employee Vacation and Time Off Policies
January 1, 2017

Vacation is intended to be an opportunity for rest, re-creation and renewal in the biblical tradition of Sabbath. Employees of St. James are encouraged to take care of themselves physically, emotionally and spiritually. Vacations are meant to be taken.

Vacation time is earned and is vested after an employment period of one year from the month in which employment began. Vacation time occurs in the year following the year in which it is earned. Vacation time may not be carried forward into subsequent years, and no financial compensation will be paid for unused vacation time. In special circumstances, extended vacation beyond earned days – either paid or unpaid – may be negotiated with the rector. Vacation schedules must be requested and approved by the rector, or the person designated by the rector.

Fulltime employees are authorized 10 days (2 weeks) of paid vacation per year for the first 5 years of employment. After 5 years, employees are authorized 15 days of paid vacation. Vacation may be taken in such increments as requested by employees and approved by the rector or the rector's designee. Part time employees are authorized vacation in accordance with work schedules. For example: an employee who works three days a week is authorized 6 days of paid vacation. An employee who works 10 hours per week is authorized the equivalent of 20 hours of paid vacation. Vacation is not provided to temporary employees and/or employees who work less than 20 hours per week.

From time to time there will be opportunities for professional development in various fields related to particular staff positions at St. James. Those opportunities will be negotiated with the rector on a case-by-case basis. Complete or partial funding for such opportunities may or may not be available depending on available funds and other professional development needs. Time spent in professional development is not vacation time.

The work of ministry can be demanding as well as spiritually and emotionally exhausting. The occurrence of special holy days and seasons can intensify the demands and the work load. St. James does not provide "comp" time on a formal basis, but "mental health days" are appropriate when needed and approved by the rector.