

**Vacation Policy\***  
**First Christian Church**  
**Baton Rouge, LA**

**January 1, 2020**

**MINISTERS**

Vacation benefits are negotiated in their contracts at the time of call.

**NON-MINISTERS (Applies to employees hired prior to December 31, 2019.)**

***All Full-time and Part-time Employees***

All vacation benefits are accrued January - December calendar year and must be taken the same year as accrued. Vacation hours are based on the employee's normal work base hours. Vacation hours will not roll over from year to year. Any vacation hours not taken by December 31<sup>st</sup> of each year will be forfeited.

***Full-time Salary and Full-time Hourly Employees***

Employees must be scheduled to work 40 hours per week to be considered full-time. Vacation benefit for full-time employees will be applied as follows:

- 1 year - 5 years = 2 weeks
- 6 years - 10 years = 3 weeks
- 10+ years = 4 weeks.

***Part-time Salary and Part-time Hourly Employees***

Employees must be scheduled to work 15+ hours per week in order to be eligible for vacation benefit. Vacation benefit for eligible part-time employees will be applied as follows:

- 1 year - 5 years = 2 weeks
- 6 years - 10 years = 3 weeks
- 10+ years = 4 weeks.

**EXCLUSION**

All part-time salary and part-time hourly employees hired after December 31, 2019 will not be eligible to receive vacation benefit.

\* Approved by Personnel Committee on January 20, 2020

**Receipt acknowledged this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

**Employee Name: \_\_\_\_\_**

**Employee Signature: \_\_\_\_\_**