

Clergy Vacation Policy

The current clergy vacation policy as adopted in the Plan of Organization reads:

“All people shall receive a minimum of four weeks of vacation (28 days, including 4 Sundays).”

It has been assumed that persons serving churches either use their vacation or lose it. To our knowledge, no pastor (or clergy on conference staff) has tried to claim pay for unused vacation upon leaving an appointment. The concern is two-fold: 1) persons serving churches have less chance of “burn-out” in ministry if they take their allotted vacation and 2) neither churches nor the conference are prepared to provide extra pay to persons serving churches at the conclusion of an appointment for unused vacation.

The proposed clergy vacation policy that would begin July 1, 2016 would read (if adopted):

“All people serving churches shall receive a minimum of four weeks of vacation (28 days, including 4 Sundays). All persons are strongly encouraged to take their full vacation each year. However, persons can only accumulate or bank a maximum of 1½ times the total amount of vacation time they are allowed to earn.

When persons reach their maximum vacation time, they do not accrue more vacation until the accumulated amount drops below the maximum amount that they can accumulate. Accrual calculations occur only on July 1 of each appointive year; therefore, if a person has reached his or her maximum accrual and has not taken any additional vacation by July 1, he or she would have to wait until the following year to receive additional vacation time.

Persons who regularly work less than full time receive the same amount of weeks of vacation but pay is prorated to the percent of time worked.

All earned vacation will be paid upon termination of employment, including but not limited to change of appointment, for all persons. A local church may require a pastor to use the last weeks of an appointment as vacation rather than paying the unused vacation as an extra check. It is the expectation that the SPRC chair and/or staff person who keeps personnel records will be notified when vacation is being used and will maintain a record of vacation used.

The word ‘earned’ refers to a situation where a person leaves their appointment in the middle of a conference year. The four weeks of vacation granted to that person on the prior July 1 would be reduced proportionately to the percent of the year actually served in that appointment.”

For example, if a person has served a church for one year but has not taken any vacation time, he or she will earn only two additional weeks of vacation time on July 1 of the next appointment year. If a person has accumulated six weeks of unused vacation, that person will not accrue any additional vacation until July 1 of the **following** year and then only if his or her accrued vacation time dropped below the six weeks’ vacation maximum.