



OPEN BIBLE STANDARD CHURCHES OF T. & T. INC.
National Office

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VACATION POLICY

Approved October 7th, 1994; amended July 14th, 2017; revised October 20th 2017

1. Vacation leave is intended to ensure that the minister is relieved for a period of time from the daily stress and burden of the ministry.
2. Every effort shall be made by the respective minister to apply for the desired vacation period at least one (1) month in advance except in cases of emergency.
3. All applications for vacation leave of Senior Pastors shall be submitted to the Regional Superintendent/National Board on the approved form. All other credentialed ministers shall submit their applications for leave to their supervising pastor.
4. Vacation leave shall not be scheduled or taken without approval.
5. **This Vacation Leave Policy applies to all credentialed ministers employed within this organisation.**
6. When vacation leave entitlement (including accumulated leave) is at the maximum allowable, ministers shall give at least two (2) months' notice to facilitate adequate replacement scheduling.
7. Where a minister changes assignments within the organisation, earned vacation leave entitlement remains.

VACATION LEAVE ENTITLEMENT

(a) Ministers employed within this organisation in Part-Time Service

| | | | | |
|---|---|---------------------|---|---------|
| 1 | - | 4 years of ministry | - | 3 weeks |
| 5 | - | 9 years of ministry | - | 4 weeks |
| | | 10 years and over | - | 5 weeks |

(b) Ministers employed within this organisation in Full-Time Service

| | | | | |
|----|---|----------------------|---|---------|
| 1 | - | 4 years of ministry | - | 3 weeks |
| 5 | - | 9 years of ministry | - | 4 weeks |
| 10 | - | 15 years of ministry | - | 5 weeks |
| | | 16 years and over | - | 6 weeks |

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Accumulation of Vacation Leave

Ministers in Part-Time Service

Ministers in this category shall **not** be allowed to accumulate vacation leave. All vacation leave must be taken within the calendar year.

Ministers in Full-Time Service

(i) 1 - 4 years of Ministry

Ministers in this category shall not be allowed to accumulate vacation leave. All vacation leave must be taken within the calendar year.

(ii) 5 - 8 years and over of ministry

Ministers in these categories shall be allowed to accumulate one (1) week of vacation leave per calendar year over a two (2) year period. All accumulated vacation leave plus the current year's vacation entitlement shall be taken when the maximum allowable accumulated leave is attained.

Notwithstanding special consideration by the National Board, the total leave entitlement for any calendar year must not exceed six (6) weeks.

EXAMPLE

| <u>Calendar Year</u> | <u>Vacation Entitlement</u> | <u>Min. No. of Weeks Taken</u> | <u>Max. Accum. Vac. Per Year</u> | <u>Max. Accum. Allowable</u> |
|----------------------|-----------------------------|--------------------------------|----------------------------------|------------------------------|
| 1994 | 4 | 3 | 1 | 1 |
| 1995 | 4 | 3 | 1 | 2 |
| 1996 | 4 | 6 | Nil | Nil |

Special Leave of Absence

All applications for special leave of absence outside the scope of this policy shall be addressed to the National Board of Directors.

Vacation Pay

- (a) Regular salary/allowance shall be made available to the minister, at the commencement of the leave period.
- (b) Based on the exigencies of the office, the accumulated portion of the leave period may be converted to cash on a pro rata basis, upon approval of the minister's supervisor.
- (c) In cases where the minister has assumed a new office and has not been able to take accumulated leave, details of leave for that calendar year shall be worked out with the minister's supervisor.

Vacation allowance

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A vacation allowance equivalent to one month's regular salary/allowance shall be available to the senior pastor at the commencement of the vacation leave period. In any case, the allowance should not be less than One Thousand dollars (\$1,000.00). Senior Pastors taking partial leave are still entitled to their full year's vacation allowance which can be prorated at the Senior Pastor's discretion. In any event, the entitlement each year is one month's basic salary.

Credit for Past Service

With respect to this vacation policy credit for past service shall be calculated as follows:
Three (3) years Part Time Service equals one (1) year Full Time Service.

All Leave of Absence

- (a) Ministers shall advise the National Director/Board of all intended absences from the ministry. Every effort shall be made by the respective minister(s) concerned to ensure that this advice is received by the National Director/Board as early as possible to ensure the completion of satisfactory interim arrangements.
- (b) All interim arrangements to cover ministerial absences shall be ratified by the National Director/Board before the commencement of the leave of absence.
- (c) No credentialed ministers shall leave the country without advising the National Director/Board.
- (d) All cases of serious illness or any other untoward development affecting the Minister shall be promptly reported to the National Director/Board.
- (e) All applications for leave of absence shall be made in the approved form.