

SECTION 2--CONSENT CALENDAR

2.1 Vacation and Time Off Policy DRAFT

Adopted: ~~1995-2015~~ (proposed)

Vacation

Vacation is a vital and important part of human health and renewal. The Charge will pay for the pulpit supply for vacation Sundays. In order to ensure the health of our Spirit-led missional leaders, the Dakotas conference mandates that each charge shall grant full-time appointment clergy at least, but not limited to, the following amount of paid vacation during each appointment year:

~~Clergy with one to five years of service under appointment -- three (3) weeks including three Sundays for a total of 18 days~~

~~Clergy with six and more years of service under appointment -- four (4) weeks including four Sundays for a total of 24 28 days~~

Parishes may choose to grant more than four weeks considering years of service in ministry, family needs, or other variables. All such agreements shall be agreed to in writing between the pastor and pastor/staff parish relations committee.

~~Clergy with a less-than-full-time appointment --vacation time will be negotiated with the Pastor and Pastor Parish Relations Committee in consultation with the District Superintendent shall be granted at least the number of vacation:~~

- Quarter Time appointed clergy shall receive one (1) week including four Sundays for a total of 10 days.
- Half Time appointed clergy shall receive two (2) weeks including four Sundays for a total of 16 days.
- Three-quarter Time appointed clergy shall receive three (3) weeks including four Sundays for a total of 22 days.

Continuing Education

Continuing Education is a vital and important part of leadership development for Spirit-led missional leaders. Continuing Education time is not to be confused with vacation. Vacation is for rest and recharging. Continuing Education is for professional and spiritual development.

Each Charge will grant its appointed clergy (full or part-time) two weeks including one Sunday, for a total of 11 days for the purpose of continuing education and professional improvement during each appointment year. The Charge will pay for the pulpit supply for the continuing education Sunday.

Annual Conference

All clergy are expected to attend all sessions of the Annual Conference. ~~including Sunday. Conference Sunday~~ The Sunday immediately after Annual Conference is a travel/rest day and is not vacation or continuing education time. The Charge will pay the travel registration and per diem expense for its clergy and lay members attending Conference. The Charge will pay for the pulpit supply for Conference Sunday. ~~vacation Sundays, and the Sunday of continuing education.~~

Connectional Responsibilities

Clergy, as members of the Annual Conference, will have connectional responsibilities (e.g. meetings of the Annual, Jurisdictional or Annual Conference Boards and agencies, Conference Camps etc.) Time

spent on these responsibilities will not be counted as vacation or continuing education. Clergy will inform the Pastor Parish Relations Committee of time needed for these responsibilities.

Weekly Days Off

Clergy are expected to take holidays and at least one day off each week. Up to five days of “compensation time” may be accumulated to be taken at another time, not to include a Sunday. Clergy will inform the Pastor Parish Relations Committee when “compensation time” is taken.

Additional Time Away

Any additional time for personal reasons or for educational purposes will be negotiated with the Clergy; the Pastor Parish Relations Committee, in consultation with the District Superintendent. It is recommended a written agreement be developed and signed for the purpose of clarity and understanding.

The vacation and time-off policy applies to the Conference leadership clergy as well as the clergy serving charges.