

STAFF POLICY

Revision 12.31.2019

First United Methodist Church, Sheridan, Wyoming

Our Mission: We exist to share God's love by following Jesus!
Our Vision: Use our hands and feet in relevant service; accepting and Helping everyone to grow in faith, love, and understanding of Jesus the Christ.
Our Core Values: Hospitality, Learning, Outreach, Change, Relationships

VACATION POLICY

Employees working 20-hours per week or more, shall be eligible for vacation leave equivalent to one "work week" per calendar year after one-year continuous employment. Vacation accrual begins on the anniversary date in the thirteenth month of employment. During the first eligible year, earned hours will be prorated from the anniversary date to the end of the calendar year. From that time forward vacation accrues per calendar year.

Accrual formula:

- 20-hrs vacation per year ÷ 12 months = 1.75 (rounded from 1.67) hours per month
- 30-hrs vacation per year ÷ 12 months = 2.50 hours per month

Up to 2 days' vacation may carry over to the next calendar year.

Requests for days off will be made to the Pastor or SPRC and the employee must arrange for a substitute.

PASTOR'S LEAVE POLICY

The Pastor's leave policies are determined by the Book of Discipline of the United Methodist Church and the Mountain Sky Conference rules in accordance with other negotiations. Required leave includes one week of continuing education and four weeks of vacation. The following citations cover some additional situations where leave may need to be considered.

Citations from the Book of Discipline

- ¶ 350. Continuing Education and Spiritual Growth
- ¶ 351. Sabbatical Leave
- ¶ 353. Voluntary Leave of Absence
- ¶ 354. Involuntary Leave of Absence
- ¶ 355. Maternity or Paternity Leave
- ¶ 356. General Provisions

HOLIDAY PAY

All staff members of FUMC working 30 hours or more per week, shall be eligible for Holiday Pay.

Rate of pay will be determined based upon normal hours worked during that pay period. Holidays included are New Year's Day, Easter Monday, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the following Friday, Christmas Day, and two personal days. If New Year's, Fourth of July or Christmas fall on Saturday, the preceding Friday will be given off, or if on Sunday, the following Monday will be given off. The personal days must be used within the calendar year and require a minimum of one-week prior notice to the employee's supervisor.

EMERGENCY LEAVE

Definition: Illness, death or disaster involving a loved one to include spouse/partner, grandparents, parent, siblings, children, grandchildren, or one for whom a person has been a caregiver.

All staff members of FUMC working 20 hours or more per week, shall be eligible for payment equal to the equivalent of one “work week” per calendar year for emergency leave. Any request for additional emergency leave or consideration of special circumstances should be directed to the SPRC for review.

LEAVE OF ABSENCE

In extreme circumstances, an employee may need to take an unpaid leave of absence from work. Any leave of absence is uncompensated and is taken without accrual or accumulation of employee benefits. Except when required by law, there is no guarantee of a job to an employee who returns after a leave of absence.

The following circumstances will be considered for a leave of absence, including but not necessarily limited to reserve military training or deployment, jury duty, prolonged illness, maternity/paternity, prolonged illness or disability of a loved one include a spouse/partner, grandparents, parents, siblings, children, grandchildren, or one for whom a person has been a caregiver.