

Time Off Benefits

Approved 1/17/18

Time Off is given to provide for the employees who diligently serve Generation Church. Time Off Benefits are given to all employees once they finish the introductory 90 day period. Time off should be requested via Time Off Request Forms at least two weeks in advance, unless emergencies permit. Request will be approved based on the following criteria;

- Church calendar and events
- Days available
- Rotation of time off
- Black Out Dates*

*There are several Black Out Dates throughout the year where time off is not permitted. These dates are reserved for mission critical seasons where all employees and leaders are expected to be engaged. The Black Out Dates include, but are not limited to; the first three weeks of the New Year, the two weeks leading up to and Easter Weekend, the week of Vision Rally, two weeks leading up to and Christmas Weekend.

DELEGATION OF RESPONSIBILITIES

When going on leave, you are required to ensure that your responsibilities are covered, both by working advance and by empowering a replacement. Contact information for your replacement (name, email, phone number) shall be submitted to your Executive Pastor, or Executive Assistant, two weeks prior to your absence.

As a leader, it is your responsibility to contact your volunteers two weeks prior to your absence and let them know to contact your replacement if they need anything or if they will be unable to serve during the dates you will be gone. Provide all necessary contact information for your replacement to your ministry team.

PAID TIME OFF

Generation does not distinguish between sick, emergency or vacation days. Employees are given a set amount of Paid Time Off for them to manage as they see fit.

Full Time Employees

90 days to 2 years	15 Days
3 years to 6 years	19 Days
7 years plus	23 Days

Part Time Employees

90 days to 2 years	5 Days
3 years to 6 years	10 Days
7 years plus	15 Days

Generation Church encourages all employees to take down time to rest, recuperate and to invest in their families. For these reasons, Paid Time Off will not carry forward from year to year.

MINISTRY RELATED TRAVEL

Speaking assignments, coaching, conferences and training events may sometimes require an employee to be away from their duties at Generation Church. As part of the culture of generosity, Generation is proud to partner with other ministries and invest our resources, including staff knowledge and expertise. Staff involvement in ministry related events is encouraged, however, the employees direct report must pre-approve all Time Off Request Forms. Not all ministry involvement will be counted as Ministry Related Travel and may require use of Paid Time Off. Ministry Related Travel is based off employees job category and is broken down as follows;

Executive Team	Unlimited
Campus/Ministry Director	Unlimited
Ministry Coordinator	8 Days
All Other Employees	Supervisor Approved as Needed

HOLIDAYS

Generation recognizes nine holidays that the offices are closed. The exact dates will be set each year as the following year is planned.

- New Year's Day*
- Martin Luther King, Jr Day
- Presidents Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day*

*Following Christmas Experiences, the Generation Church office is closed the following two weeks each year. These dates do not count toward your PTO. Some work may be required, but it is encouraged to spend time with family and rest in this period of mandatory shutdown.

7TH SUNDAYS

Seventh Sundays are given due to the complexities of full time ministry and to account for the strain on the families of employees. These dates may not always fall exactly every seven weeks but it is expected for our leaders to periodically take time off for rest.

FUNERAL LEAVE

In the event of a death in an employee's family, the employee will be allowed time off with pay in order to assist with arrangements, attend funeral services, and to grieve. Time off will be based on relationship to the deceased.

Spouse, Child, or Step Child	10 Days
Parent or Step Parent	5 Days
Siblings	5 Days
Grandparent or Grandchild	2 Days
In Laws (Parent, Sibling, Child)	2 Days

If additional time is necessary, Paid Time off may be used provided the employee has remaining Paid Time Off Days. Should extensive travel be necessary, additional time may be granted.

MATERNITY/PATERNITY LEAVE

Employees of Generation Church are eligible for maternity leave once they have been employed full time for one year. Employees may submit a written request for time off along with a physician's written statement that certifies the need for leave. After the exhaustion of accrued Paid Time Off, Maternity Leave will be with pay based on the following scale:

Week 1-4	100% of Salary
Week 5	80% of Salary
Week 6	60% of Salary
Week 7	40% of Salary

Once all Paid Time Off and Maternity Leave Time is used, if additional time is needed an employee can request time off without pay based off the Family Medical Leave Act.

FAMILY MEDICAL LEAVE ACT

In general, an employee who has completed at least twelve (12) months of continuous service with the church is eligible to receive unpaid family/medical leave in accordance with the Family and Medical Leave Act of 1993 (FMLA). The following provisions apply with regard to the family/medical leave policy for employees of Generation Church.

Family/medical leave may be taken only if it is made necessary due to one of the following reasons:

- i. Within twelve (12) months of the birth of a child of the employee in order to care for the child.
- ii. Within twelve (12) months of the placement of a child with the employee in connection with adoption or foster care in order to care for the child.
- iii. A serious health condition of an employee's child, parent or spouse
- iv. A serious health condition of the employee which prevents him/her from performing the essential tasks of his /her job.

In no instance does the federal law require the church to grant more than a total of twelve (12) weeks of unpaid leave in any consecutive twelve (12) weeks of unpaid leave in any consecutive twelve (12) month period. Under this law, because of a serious health condition of a family member, leave may be taken consecutively or intermittently depending on the legitimate needs of the employee. The employee must make every effort to schedule such leave so as not to disrupt the church's operations.

Any leave granted due to the birth or adoption of a child must be taken consecutively unless otherwise agreed by the church and must be completed within one (1) year of the adoption or birth.

During the leave, the employer will maintain the employee's health care coverage under the same conditions as coverage would be provided if the employee were continuously working during the entire leave period. Both the employer and the employee will be responsible for payment of their share of the premiums during the leave period. Eligible employees must provide reasonable prior written notice to the church when requesting a leave of absence under the law. The church may require an employee to provide certification issued by a licensed health care provider in order to ensure that the employee meets the eligibility requirements.

In the event of conflict between provisions of the FMLA (as may be revised) and the provisions herein, FMLA shall prevail.

JURY DUTY

Employees are encouraged to fulfill their civic duties if summoned to Jury Duty. They must notify the Executive Pastor upon receipt of a summons or subpoena so that arrangements can be made to accommodate the employee's absence. A document from the court, which shows the time spent by the employee and the amount paid to the employee must be submitted to your Executive Pastor. Verification of an employee being seated on a jury, being detained in a jury pool or subpoenaed as a witness is required. If the court dismisses the jury early, the employee is expected to return to work as soon as possible and complete a regular workday comprised of civic time and time on the job. Should the employee's work duties with the church be vital to its operation, the church and the employee may request the court to excuse the employee from jury duty or to delay commencement of jury duty.

COMMUNICATION

While absent, it is understood that you will not communicate regularly as it is intended for you to be able to disengage. While off you may set up an Out Of Office reply with your email provider during your absence. On your notification, you may also direct emails to your delegated replacement.

As a last resort, your Executive Pastor or Executive Assistant may try to contact you by phone for a very important issue. If you receive a call, please contact them as soon as possible.