

Recommendations Concerning Vacation, Sick Leave, and Emergency leave For Northwest Texas Conference Clergy

VACATIONS

It is recommended that clergypersons appointed by the Bishop be granted annual paid vacation according to the following schedule:

<u>Years of Full Time Service In The United Methodist Church</u>	<u>Number of Weeks</u>
Less than 5 years	A minimum of 2
5 years – 15 years	A minimum of 3
More than 15 years	A minimum of 4

The above does not include time taken for continuing education, attendance at Annual conference, national, conference, or district meetings, or other time away from the church while discharging ministerial obligations such as weddings, funerals, revivals, etc.

The vacation year for clergy is from June to the next May. Vacation time is non-cumulative; that is, unused time does not accrue from year to year.

Exceptions:

- 1) There are times when the church may have a clergyperson appointed to less than full time. In that case, vacation and time off for various functions should be negotiated with the Pastor (Staff) Parish Relations Committee.
- 2) Vacations and time off for classes for pastors attending Course of Study School, Doctor of Ministry courses or other programmed classes should be negotiated in advance with the Pastor (Staff) Parish Relations Committee and District Superintendent.

SICK LEAVE

Since clergypersons are appointed by the Bishop for one year at a time, they are to be paid while out due to illness, until they are placed on disability leave by the conference.

EMERGENCY LEAVE

Time off for bona fide emergencies should be granted to clergypersons as needed.

The clergyperson should notify the Pastor (Staff) Parish Relations Committee chairperson, or if not available, a member of that committee, as to the nature of the emergency prior to departing or as soon as possible.