

Proposed revision to the Church Policies and Procedures Manual

For all Full Time Non-Exempt Employees, change number of years from **6** to **5** for getting 15 vacation days.

All Full Time Non-Exempt Employees:

Length of Employment	Accrual Rate Per Month	No. of Weeks	No. of Days
3 months to 1 year ¹	.83 day	2	10
After completion of 1 year and up to 6 years	.83 day	2	10
After completion of 6 years	1.25 days	3	15
After completion of 12 years	1.67 days	4	20

All Part Time Employees scheduled to work at least 25 hours per week:

Length of Employment	Accrual Rate Per Month	No. of Weeks	No. of Days
3 months to 1 year ¹	.83 day	2	10
After completion of 1 year and up to 5 years	.83 day	2	10
After completion of 5 years	1.25 days	3	15

FYI – Full time exempt employees get 15 vacation days after 4 years and 20 days after 10.