

# Time-Off Policy



## ■ Eligibility and Guidelines

- Full-time employees (working 30 hours and above per week) must successfully complete their introductory period before they can take vacation (unless pre-approved by supervisor at time of hire).
- Generally, employees will not be allowed more than two weeks off at a time.
- We will try to grant each request, but we cannot guarantee your request will be approved.
- In the event of competing requests, approval may be given to the employee with the longest tenure.
- Vacation time is accumulated based on the length of service, which is determined by your date of hire. Please see the Employee Handbook or consult with the HR office to view your vacation hour accrual.
- Please see the Employee Handbook for vacation blackout dates. If you must seek exemption from these blackout dates, please consult with your supervisor.

## ■ Submission Process

1. Email your supervisor.
2. Your supervisor will review the request, taking into consideration staffing needs, upcoming events, and your eligibility for vacation or unpaid leave.
3. You will be notified within 3-5 business days if your request has been approved or denied.
4. If your request is approved, email Kere for it to be noted in Paylocity.

## ■ Sunday Requests

- If Sundays are a part of your regular work schedule and critical to your area of responsibility, requests for Sundays off are strongly discouraged, with the exception of illness, medical emergencies, bereavement, or pre-approved special events. These requests will be evaluated on a case-by-case basis.
- If a Sunday off is necessary, it must be discussed with your supervisor. It is the employee's responsibility to ensure coverage for their Sunday duties by coordinating with their team or supervisor.
- Repeated or last-minute Sunday time-off requests, without a valid reason (e.g., illness or family emergency), may be subject to further review by leadership.

## ■ Illness and Emergencies

- For sudden illness or emergencies, employees must notify their supervisor as soon as possible, ideally before the start of their scheduled shift.
- In the case of Sunday illness, employees should contact their supervisor immediately to arrange coverage.

## ■ Approval Process

Supervisors will assess time-off requests based on:

- Staffing levels and operational needs.
- Eligibility of the employee for vacation or sick leave.
- Any ongoing projects or church events that require additional support.