

Church/Non-Profit Organization Time Off Policy Example

Purpose

This time off policy reflects our commitment to sustaining the well-being of staff members who serve in mission-driven roles. Recognizing the demands of supporting others through faith, outreach, or community support, we aim to provide meaningful opportunities for rest, renewal, and reflection.

Types of Leave

- **Paid Time Off (PTO):** Used for rest, personal obligations, or spiritual retreat
- **Sick Leave:** For illness or healthcare needs
- **Holidays:** Designated days off tied to both national and religious calendars
- **Bereavement Leave:** Up to 5 days for the passing of a family member or close connection
- **Sabbatical Leave:** Available for pastors or senior staff after 7 years of continuous service

Eligibility

Full-time employees become eligible for time off benefits following a 90-day onboarding period. Part-time employees may receive prorated leave based on their regular schedule. Volunteers are generally not eligible for paid leave.

PTO Accrual Schedule

- Year 1–2: 10 days (80 hours/year)
- Year 3–5: 15 days (120 hours/year)
- Year 6+: 20 days (160 hours/year)

Employees may roll over up to 40 hours annually. PTO balances are reviewed at year-end.

Sabbatical Guidelines

Senior ministry or leadership staff may be granted a 4–6 week paid sabbatical for spiritual growth, rest, or study after seven years of service. Sabbaticals require Board approval and a written proposal outlining goals and intended outcomes.

Leave Procedures

- **Planned Time Off:** Must be submitted at least 2 weeks in advance
- **Sabbatical Requests:** 6 months' advance notice with Board presentation
- **Emergency Leave:** Notify leadership as soon as possible
- **Documentation:** May be required for extended illness or special leave types

Managerial Responsibilities

Supervisors and pastoral leads are expected to:

- Review requests promptly
- Maintain staffing for key events and ministries
- Encourage rest and spiritual health among staff

Separation Terms

Unused PTO will be paid out according to legal requirements. Sabbatical eligibility and unused days are not paid out.

Acknowledgment

I acknowledge that I have read and understand the Church/Non-Profit Time Off Policy. I agree to follow the stated procedures and appreciate the organization's support of rest and spiritual renewal.

Signature: _____ Date: _____

Printed Name: _____