



# THE TABERNACLE

LOVE GOD. LOVE PEOPLE. MAKE DISCIPLES.

## Vacation/Flex Weekend Policy/Procedures *June 2021*

The Tabernacle wants to ensure the health of its staff; this is done in part through paid time off (Vacation time and Flex Weekends). Staff is highly encouraged to use their allotted time each year. Time off resets at the beginning of the calendar year. Leftover days do NOT roll over to the next year. If additional time off or extended leave is needed, staff is encouraged to talk with their Campus Pastor or the HR Department. Compassion Leave and Parental Leave is also available (see specific policies).

### Submission Procedure

- Employee completes the online request form.
- Online and paper form requests are sent directly to the HR Department
- HR Department reaches out to the direct report for vacation approval.
- HR Department signs and files the form with decision of approval noted.
- When approval is received, HR Department will contact the staff member to inform them if dates are approved.
- HR Department adds the dates to the church-wide vacation calendar.

### Full-Time Employee Information

- Days Off: 4 weeks
- Flex Weekends: 3 weekends
- Weekends that fall within a longer scheduled vacation are not counted as a Flex Weekend.

### Part-Time Employee Information

- Days Off: 2 weeks
- Flex Weekends: 2 weekends
- Weekends that fall within a longer scheduled vacation are not counted as a Flex Weekend.

Questions regarding Tabernacle Vacation / Flex Weekend policy and procedures may be directed to the Human Resources Department.