



THE TABERNACLE

LOVE GOD. LOVE PEOPLE. MAKE DISCIPLES.

Vacation/Flex Weekend Policy/Procedures *Sept 2022*

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 are 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 Supervisor or the Executive Director. 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 Executive Director
- Executive Director reaches out to the direct report for vacation approval.
- When approval is received, Executive Director will contact the staff member to inform them if dates are approved.
- Executive Director adds the dates to the church-wide vacation calendar.

Full-Time Employee Information

- Days Off: 24 days
- Flex Weekends: 3 weekends (6 days)
- Weekends that fall within a longer scheduled vacation are not counted as a Flex Weekend, they are considered regular days off.

Part-Time Employee Information

- Days Off: 24 days
- Flex Weekends: 3 weekends (6 days)
- Weekends that fall within a longer scheduled vacation are not counted as a Flex Weekend, they are considered regular days off.

Questions regarding Tabernacle Vacation / Flex Weekend policy and procedures may be directed to the Executive Director.