

Dorchester Presbyterian Church  
Vacation  
Session Approved: November 21, 2017

Vacation for exempt staff is determined by the terms of employment.

For all non-exempt staff one week of vacation is earned after six months of employment. And on the first anniversary date of employment another week of vacation is earned. Thereafter, beginning on the second anniversary date, two weeks of vacation are earned each anniversary year. Anniversary date is defined as the calendar date you were hired. Vacation pay is based on your regular rate of pay for your normal scheduled work week. The week of vacation earned after six months of employment may be carried over to the following year. Vacation thereafter cannot be carried over from one year to the next.

After the third year of employment, one additional day of vacation is earned each year up to a total accumulated vacation of twenty days per year.

Employees are expected to take all of their vacation as there is no pay in lieu of vacation.

Vacations should be scheduled with supervising staff and approved in advance. Priority is given on a first come, first serve basis. Vacation may only be taken in whole day increments.