

APPENDIX L

Holidays and Sick Leave Policy

An average of one holiday a month shall be observed. If the minister must work on the actual holiday, another day off (as close as possible to the actual holiday) shall be taken. The following list – with appropriate variations – may be useful.

- New Year's Day
- President's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Personal days/sick days accumulate at the rate of one per month (twelve per year), cumulative to sixty days. In some circumstances, ministers and churches may come to a less formal agreement, but in all circumstances the spirit of this requirement shall be honored.

In the event that the minister is disabled, the employing agency will provide salary and benefits in full until Board of Pensions extended medical coverage begins on the ninety-first day of illness or disability. Personal days/sick days are lost.

In the event that the minister is called to care for an immediate family member (spouse, child, or parent) with a serious health condition, the employing agency will provide salary and benefits in full for up to twelve weeks. Personal days/sick days are lost.

Adopted by the Presbytery of Eastern Virginia on July 28, 2009