

Book Poplar Springs Baptist Church Policy Manual

Section 3000 Personnel Policies

Title Employee Benefits for full time salaried non-called staff

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Personnel Committee Handbook

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1. Full time non-called staff shall be eligible for life, health, and disability insurance.
2. Full time non-called staff are not eligible for housing allowance.
3. Full time non-called staff are not eligible for church provided cell phones.
4. Full time non-called staff shall be eligible for retirement.
5. Full time non-called staff shall be eligible for paid vacation leave.
 - A. Eighty (80) hours of vacation will be earned annually by full time non-called staff with less than 61 months of service.
 - B. One hundred twenty (120) hours of vacation will be earned annually by full time non-called staff with less than 61 months of service or more.
 - C. Staff becomes eligible for additional vacation benefit beginning the month following their 60 month anniversary.
 - D. Retiring employees will be paid for leave accumulated but unused.
 - E. All vacation must be used before the end of each calendar year. Any unused vacation hours will be forfeited.
 - F. For the purpose of earning and using vacation leave, a workday is defined for these employees as 8 hours and a week is defined as 5 days.

6. All salaried staff members are eligible for sick leave benefits. To accommodate the employee's protection of personal health, employees will earn sick leave benefits according to the following plan.
 - A. Each full time employee, regardless of length of tenure, will be provided one hundred twenty (120) hours of sick leave that may be carried forward until needed. After the first year of employment, each full time employee will accumulate eight (8) hours per month. Combined sick leave days shall never exceed a total of two hundred forty (240) hours.
 - B. Sick leave can be used for staff member illness, medical appointments, and similar needs of immediate family members for whom the staff member has care-giver responsibilities.