

Vacation and Days Off Policy

Vacation

This Vacation Policy for Clergy is to standardize clergy vacations across the Conference. The policy is for clergy appointed within the bounds of the Louisiana Annual Conference.

<u>CONFERENCE RELATIONSHIP</u>	<u>TIME OF SERVICE</u>	<u>VACATION TIME</u>
Full-Time Local Pastors in process, Attending the four-week Course of Study		2 weeks paid
Full-Time Clergy (Full Members, Provisional Members, Assoc. Members, Full Connection Deacons, FTLP)	5 years or less	2 weeks paid
Part-time Local Pastors		1 week including 1 Sunday paid
Full-Time Clergy (Full Members, Provisional Members, Assoc. Members, Full Connection Deacons, FTLP)	5 years + 1 day through completion of 9 yrs. of service	3 weeks paid
Part-time Local Pastors		2 weeks including 2 Sundays paid
Full-Time Clergy (Full Members, Provisional Members, Assoc. Members, Full Connection Deacons, FTLP)	10 years or more of service	4 weeks paid
Part-time Local Pastors		3 weeks including 3 Sundays paid

NOTE: Years of service refer to years of service in an Annual Conference(s) of the United Methodist Church, not years of service in the local church to which the clergy is appointed. These years of service include years under appointment to Seminary or beyond the local church.

Time used for Continuing Education, as defined by *The Book of Discipline* of the United Methodist Church and according to the rules set by the Conference Board of Ordained Ministry, shall not be considered as vacation time or used in lieu of vacation time. Vacation time is on a conference year basis. Vacation time not used in one year cannot be carried over into the next year.

Days Off

The Annual Conference's policy is that each local church's Pastor-Parish Relations Committee establish a days off policy with the pastor(s) of the charge. The minimum standard for days off is as follows: 2 days per week and 2 nights per week. Additional time should be set aside each week for prayer and study for the pastor's use.

Honorarium

If an honorarium is given to a guest pastor while the appointed pastor is on vacation, it shall be paid by the local church and not from that pastor's compensation.