

Vacation Policy

~ Revised and Adopted by the Elders of Grace BFC Wallingford on March 19, 2019 ~

- Senior Pastor, service years 1 – 14:
3 weeks PAID vacation, plus one (1) PAID week of approved off-site ministry each year.
- Senior Pastor, service years 15+:
4 weeks of PAID vacation, plus one (1) PAID week of approved off-site ministry each year.
- All other salaried positions, service years 1 – 4:
2 weeks PAID vacation, plus one (1) PAID week of approved off-site ministry each year.
- All other salaried positions, service years 5 – 14:
3 weeks PAID vacation, plus one (1) PAID week of approved off-site ministry each year.
- All other salaried positions, service years 15+:
4 weeks PAID vacation, plus one (1) PAID week of approved off-site ministry each year.
- All part-time employees:
Twenty-four (24) hours of vacation time will be earned each calendar year if he/she works an average of eight (8) hours per week or more.
- Other Guidelines
 - It is encouraged that all vacation days be used within the calendar year that they are earned. However, up to 5 vacation days can be rolled over upon elder board approval.
 - Must use off-site ministry week within the calendar year earned- no rollover
 - For pastor positions, service outside of Grace BFC Wallingford, but within the BFC denomination will be considered when calculating years of service
 - For pastor positions, service outside of the BFC will be considered on a case by case basis when calculating years of service