

CLERGY VACATION POLICY FINAL(2) *approved HR Committee, April 4.24*

Every cleric holding an appointment by the Bishop, shall be granted annual vacation equivalent to one calendar month (ie. up to thirty-one (31) days off) which can include a maximum of five (5) Sundays. Vacation is credited each July 1 after a cleric has worked the previous 12 months (July 1 to June 30).

If the cleric chooses to split their vacation their vacation plan is to be negotiated and recorded with the wardens.

After completing five years of service following ordination to the diaconate, every cleric holding an appointment by the Bishop, or a cleric entering the Diocese with five years of service and holding an appointment by the Bishop, shall be granted an additional vacation week which includes one Sunday.

Further considerations with regard to clergy vacation:

- i) The parish must allow for the cleric's paid vacation annually. The expenses of providing for Sunday and other services during such vacation shall be borne by the parish/congregation.
- ii) Annual vacation is based on service from July 1st of the previous year to June 30th of the current vacation year.
- iii) Those clerics entering the diocese or changing parishes within the Diocese are encouraged to use accrued vacation before leaving the parish in which it was earned. Consideration for carrying accrued vacation from a previous parish shall be negotiated at the time of appointment.
- iv) Vacation will be granted in the first year of an appointment or part thereof, between July 1 and June 30. Vacation for newly ordained and newly appointed clerics will be negotiated with the Bishop's Office and the Director of HR at the time of appointment.
- v) Clerics resigning/retiring from a parish, will be credited vacation on a pro-rated basis for each month of service in the parish from July 1 to June 30.
- vi) Vacations must be taken annually. Vacation time should not be accrued from year to year. If any carry over is necessary, it must be negotiated between the cleric and the wardens, and approved by a motion of the cleric's Parish Council. Such motions must be sent to the Bishops' Office, the Director of HR and the Territorial Archdeacon, once approved. All carried-over vacation must be used within ten months (i.e. by May of the following year).
- vii) The cleric will create a vacation coverage plan in consultation with their wardens which includes:
 - a. Coverage for Sunday services

- b. Coverage for any other regularly scheduled weekly services within their congregation/parish, as per parish needs
- c. Emergency pastoral care coverage.

The Territorial Archdeacon must be advised of the cleric's plans with as much notice as possible.

- viii) Clergy vacations should be avoided during Advent, on Christmas Eve/Christmas Day, Holy Week and up to and including Easter Sunday.