



# Vacation/PTO Schedule

Updated 1/31/2025

Vacation Time must be requested two weeks in advance and approved by your direct supervisor *BEFORE* submitting to Bamboo HR.

Sick Time is submitted day of directly to Bamboo.

## Non-Pastoral Staff:

Years of FT Employment	Vacation	Paid Sick/Personal	TOTAL SUNDAY ALLOTMENT	TOTAL PTO
>1	6	6	6 (includes 2 sabbath)	12
1-4	16	7	6 (includes 2 sabbath)	23
5-9	23	10	6 (includes 2 sabbath)	33
10+	30	10	6 (includes 2 sabbath)	40
PTO does <b>NOT</b> roll over, any unused days will be paid out on the last pay period of the fiscal year at the day rate of the employee salary. PTO will be loaded for each eligible employee Jan 1 <sup>st</sup> .				

## Pastoral Staff

Years of FT Employment	Vacation	Paid Sick/Personal	TOTAL SUNDAY ALLOTMENT	TOTAL PTO
>1	10	2	4 (includes 2 sabbath)	17
1-4	19	7	4 (includes 2 sabbath)	26
5-9	26	14	4 (includes 2 sabbath)	40
10+	33	14	4 (includes 2 sabbath)	47
PTO does <b>NOT</b> roll over, any unused days will be <i>paid out</i> on the last pay period of the fiscal year at the day rate of the employee salary. PTO will be loaded for each eligible employee Jan 1 <sup>st</sup> .				

*\*Additional time has been set apart for full-time Pastors to renew their relationship with God and their family. It is one of the most effective ways we can invest in our pastoral staff—as they are carrying the unique burden of being under shepherds to this congregation and team. Due the additional, unplanned, and unscheduled needs that arise as pastors, it is Pastors Brandon and Octavia’s heart for our pastors to develop and maintain a long-term and healthy relationship with Jesus and His church. This additional time off is a vital ingredient in serving in ministry for years.*

**Black Out Dates:**

Christmas Eve, Easter, Zeal Anniversary Sunday, January Seek 21 Prayer + Fasting  
(No Vacations will be granted during these events)

**Special Approval Required:**

Marriage Encounter, Church Wide Special Events, High Growth Sundays

**2024 Holiday Schedule**

(these do not count against your PTO)

Martin Luther King	4 <sup>th</sup> of July
Memorial Day	Labor Day
Juneteenth	Thanksgiving Day + Black Friday
Christmas Day	