

# Ottawa Presbytery Pastoral Relations Ministry Team

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## Calculation of Vacation Leave and Study Leave in Part-time Ministry

Some confusion has arisen over how vacation leave is calculated in part-time ministry. If the standard vacation is four weeks, does this mean that someone working  $\frac{3}{4}$  time would get three weeks instead of four? NO

Full time is four weeks, with 5 Sundays: this is on the basis of a 5 day work week or 20 days plus one (the Sunday). So  $\frac{3}{4}$  time would be  $.75 \times 20 = 15$  working days (plus a Sunday). If a person is working 75%, then they still get the full month of holidays... 75% of those days are "holiday" and 25% are the person's personal time that they wouldn't be working anyway = 100%.

The same would apply for the calculation of the number of days available for Study Leave.

At its December 2013 meeting, the Pastoral Relations Ministry Team confirmed this understanding of the calculation of vacation leave and study leave and recommended that it be included in discussions regarding part-time ministry.

## Medical Leave Policy – Occasional Days in Part-time Ministry

Some confusion has arisen over the provision of occasional sick days for part-time ministry personnel. If the ministry works half time (20 hrs/wk), usually on the same three days (two 8 hour days and one 4 hour day), what happens if the minister is sick on one of these days? Does the pastoral charge pay for the sick day or is the part-time minister expected to make up the "sick" day by working another day?

For United Church Ministry Personnel, there are three types of sick leave:

Occasional Sick Leave (less than one month): Pastoral Charges are responsible for the first month of salary for medical leave. While there is not a further directive about this type of leave for ministry personnel, presbyteries usually use the Handbook for Lay Employees for more details:

*Sick Leave 2.3*

*Employment standards in a few provinces include provisions for sick leave, but most do not. However, many churches offer the standard one day per month paid sick leave to full-time employees. Part-time entitlements would be pro-rated. It is suggested that unused sick days not be cumulative from year to year, and that absence from work for more than five working days require a doctor's certificate.*

Short-term Disability Coverage: this benefit, known as Restorative Care Plan, starts after one month and can last up to five months. Required documentation includes certification by a medical record and under continual treatment of a physician. An authorization/consent form is also required.

Long-term Disability Coverage: this benefit comes into effect after a 6 month qualifying period. More details may be found in the UCC document entitled *Benefits for Active Members -Summary of Coverage*.

Part-time ministry personnel are entitled to the occasional sick leave provisions on a pro-rated basis.

At its December 2013 meeting, the Pastoral Relations Ministry Team confirmed this understanding of the provision of occasional sick leave and recommended that it be included in discussions regarding part-time ministry.