

## Vacation Policy For Clergy

Whereas, United Methodist elders, deacons, and local pastors are in a covenant of shared ministry. While the responsibilities and expectations vary from appointment to appointment, the weight of responsibility and expectation is the same whether a pastor is in their first appointment or their last appointment. Therefore, rest and renewal are critical components of effective clergy leadership for all clergy. Furthermore, sabbath-keeping, time away, continuing education, and vacation are vital and important parts of human health and professional development.

Therefore, be it resolved, that each clergy person under appointment by the bishop of the Tennessee-Western Kentucky Conference shall be entitled to receive the following minimum vacation time during the Annual Conference year:

1. Those serving full time are eligible to receive four weeks' vacation (including 4 Sundays) with the charge responsible for any honorarium for pulpit supply.
2. Those serving part time are eligible to receive two weeks' vacation (including 2 Sundays) with the charge responsible for any honorarium for pulpit supply.
3. Time away from the appointment for participation in continuing education events and experiences shall not be counted as vacation time. Time away from the appointment to attend Annual Conference or other conference, district, jurisdictional, or general church events which the appointee is expected to attend shall not be counted as vacation time.
4. Clergy members are eligible for a professional formation leave of at least one week each year and at least one month during one year of every quadrennium, ¶ 350.2 The Book of Discipline of The United Methodist Church (2016).
5. The Committee on Staff/Pastor-Parish Relations or comparable body, in consultation with the clergy person, should arrange for the clergy person to have two days off each week for personal time and Sabbath.
6. Information about this policy should be clearly communicated to responsible parties in the local church or other appointment.
7. Any additional time for personal reasons or for educational purposes shall be negotiated between the Clergy and the Pastor Parish Relations Committee in consultation with the District Superintendent.

**Maternity / Paternity Leave:** Information relating to Maternity or Paternity Leave is found in ¶ 355 of The Book of Discipline of The United Methodist Church (2016).

**Sick Leave:** On occasion, clergy will need time for rest and healing for illness and recovery from surgery. Clergy and the Committee on Staff/ Pastor-Parish Relations or comparable body should consult with one another about this recuperation period. Instructions from medical professionals should be followed. The district superintendent should be consulted and informed on these matters.