

Paid Time Off Amendments

Peninsula Community Chapel

February 2025 – Effective Immediately

PAID TIME OFF (PTO)

It is the policy of Peninsula Community Chapel (PCC) to maintain a Paid Time Off (PTO) program for the purpose of providing both full and eligible part-time employees time away from work without the loss of compensation.

The PTO plan is an inclusive time off program intended for use in connection with vacations, sick time, short-term illness, personal business, doctor and dental appointments, family care, and other needs which may require time away from work.

The benefit provided by this plan is based on the number of hours worked and length of service to PCC. PTO is paid at your base pay rate for the number of hours you normally would be scheduled to work in your existing position. Overtime and other forms of compensation are not included.

Eligibility

All regularly scheduled full and part-time employees who work more than 1040 hours per year (20 hours per week) on a regular basis are eligible to receive PTO. Staff members who work less than 1040 hours per year (20 hours per week) on a regular basis, or are of temporary, seasonal, occasional or contract employment status, are not eligible for PTO.

Newly hired eligible employees are not eligible for PTO until 90 days after their start date. Once eligible, newly hired employees will be credited with PTO that is pro-rated to their length of employment in the current calendar year. For example, employee A, a full-time salaried employee was hired on September 1. Starting on December 1 (90 days after start date), employee A is eligible for 4/12ths (4 months out of 12) of the PTO credited to an employee in calendar years 1 through 5 (160 hours). $160 * 4/12 = 53.33$ hours of PTO for the rest of the calendar year.

Employees who are planning to terminate their employment during the current calendar year will also receive pro-rated PTO based on their termination date. For example, employee B is planning to retire in May and has given ample notice (two weeks or more) to their supervisor. Employee B is eligible for 5/12ths (5 months out of 12) of their PTO scheduled for that year.

PTO Benefit Schedule

Eligible staff will be allocated PTO based on their employment status and continuous years of service with the church in accordance with the schedule below. PTO is paid at your base pay rate for the number of hours you normally would be scheduled to work in your current role. Overtime and other forms of compensation are not included.

Exceptions to allow for a higher level of PTO may be made for specific new employees who have significant experience prior to their employment at PCC. This will be considered on a case-by-case basis. The exception will be outlined in the offer letter and retained in the employee's personnel file.

FULL TIME / SALARIED EMPLOYEES (30+ hours/week)

Calendar Years 1 through 5	160 hours maximum (20 days)
Calendar Years 6 through 10	200 hours maximum (25 days)
Calendar Years 11 and over	240 hours maximum (30 days)

ELIGIBLE PART-TIME EMPLOYEES (20-29 hours/week)

Calendar Years 1 through 5	(4) four times normal work week hours maximum (80-116 hours)
Calendar Years 6 through 10	(5) five times normal work week hours maximum (100-145 hours)
Calendar Years 11 and over	(6) six times normal work week hours maximum (120-174 hours)

The PTO benefit is available in full to each eligible employee starting on January 1 of each calendar year unless pro-rated due to being a new hire or termination of employment during that calendar year.

Maximum PTO Balance

The maximum number of PTO hours allowed for carry forward is 160 hours for eligible full-time (30+ hours per week) employees and (4) four times the number of hours an eligible part-time (20-29 hours per week) employee normally is scheduled to work in a given week. Each January 1st, accumulated, unused PTO hours will be reduced to the maximum number of allowed hours to carry forward.

PTO Scheduling

Whenever possible, employees must have prior approval from their immediate supervisor before using PTO hours. In the event of illness or an emergency situation in which the employee is unable to schedule time away from work, the employee should contact their immediate supervisor at the start of business. Requests are approved based on a number of factors, including staffing requirements and ministry needs of the Church. Employees may use PTO time in 30-minute increments.

PTO Tracking / Accountability

It is the employee's responsibility to monitor their remaining balance of PTO hours.

Full-time, salaried employees must request & record paid time off via the PCC staff calendar (Google). Leave is subject to the approval of the employee's supervisor. Each year, at the employee's annual review, paid time off for the year will be evaluated to ensure that this policy was followed as well as determine if there are any accrued hours that will be carried over into the next year.

Eligible part-time employees will have their PTO hours approved by their supervisor and reported via the employee timecard. Part-time employees' paycheck stubs will show their balance of PTO hours remaining to be used that year. Any accrued hours (up to the maximum allowable) will be carried over into the new year and recorded on the paycheck stub.

Guidelines

- The highest levels of integrity and ethical standards should be upheld when participating in PCC's PTO program.
- A minimum of one week leave per calendar year should be taken by every team member to promote a healthy work/life balance.
- Leave time may not be used to permanently change assigned work schedules. All staff should respect the work hours agreed to upon hire and the "hours of business" of PCC. PCC's PTO policy does not address telecommuting or other flexible work arrangements.
- All team members are expected to maintain the highest performance standards and ensure that work output and performance are not impacted by leave taken.
- If a team member is found to have taken excessive amounts of leave or is not performing in their position as expected by his or her team leader, corrective action may be taken, including restricting leave opportunities until performance improves.

Pay Out – Termination

It is requested that employees give PCC the consideration of at least a two-week written notice to their immediate supervisor of their intent to terminate employment with Peninsula Community Chapel. If a two-week notice is given and worked, the employee will be paid up to a maximum of 40 unused PTO hours. However, if a two-week notice is not given or the employee fails to work the last two weeks of their employment, the employee will not meet the required condition for payment of any unused PTO hours upon termination of employment. At its sole discretion, PCC may waive the requirement for the employee to work the last two weeks of employment.

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PAID BONDING LEAVE

Peninsula Community Chapel (PCC) provides paid bonding leave in accordance with this policy. To be an Eligible Employee for paid bonding leave, an employee must be (i) a full-time employee of PCC; (ii) completed twelve (12) months of employment with PCC; and (iii) be a birthing mother, the legally married spouse of a birthing mother, or an employee seeking legal adoption of a child.

Paid bonding leave of up to seven (7) days is provided to Eligible Employees in a rolling twelve (12) month period. Paid bonding leave will be paid at 100% of the employee's regular rate of pay. Payment for the bonding leave will be through payroll on regular payroll dates, and will be subject to all federal, state and local income and employment taxes and regular payroll deductions and are considered ordinary income.

The paid bonding leave must be used within the first twelve (12) weeks of the child's birth or adoption. Paid bonding leave under this policy will run concurrent with any other applicable leave including leave under the FMLA or applicable state leave law. The paid bonding leave is provided in addition to an Eligible Employee's other paid time off. Multiple births or adoptions at the same time do not increase the length of bonding leave under this Policy. An individual who adopts a spouse's or partner's child(ren) is not an Eligible Employee.

Employees seeking bonding leave must provide a minimum of 30 days' advance notice of their intent to take bonding leave and the anticipated date of their return. Employees may not accept other employment while on paid bonding leave.