

## DIOCESE OF KOOTENAY

	This Item	Replaces
File:	5.6.1a	5.6.1a
Date:	Sept 2022	Mar 2015

Origin: Diocesan Council  
Status: Policy  
Distribution: All Parishes  
Subject: Clergy/Lay Pastoral Workers Vacations

- 1: Every member of the clergy and lay pastoral workers (hereinafter "lay worker") holding an appointment in the diocese shall be entitled to a vacation of one calendar month in each year without any diminution of their remuneration. The expense of providing for the conduct of Sunday and other services during such vacation shall be borne by the congregation or congregations served by such member of the clergy or lay worker, provided that re-training periods, retreats and conferences authorized by the Bishop shall not be treated as vacation, for the purpose of this section.

Definition of holiday time: A month is 31 days, including no more than four Sundays for clergy. Lay workers that do not work weekends: four Monday-Friday periods plus 3 days. Statutory holidays: British Columbia law requires that these be given. Clergy work on some of these days e.g. Christmas and Good Friday. Traditionally clergy take these missed days the week after Christmas. Any additional days given in the course of the year are given at the discretion of the employer, and do not form part of the terms and conditions of employment.

- 2: Under usual circumstances the clergy/lay worker vacation is simply agreed upon by the clergy/lay worker and the wardens and reported to the Bishop. The following applies only in the year the clergy/lay worker is moving from one parish to another within or beyond the diocese.
  - a) The parish from which the clergy/lay worker is leaving is responsible for the cost of vacation from January 1st up until the time employment is deemed to end at the rate of 1/12 of salary and benefits per month or portion thereof.
  - b) If the move is within the diocese the parish to which the clergy/lay worker is going will be responsible for the cost of vacation from the time employment is deemed to begin until December 31st at the rate of 1/12 of salary and benefits per month or portion thereof.
- 4: For clergy/lay worker moving in from another diocese vacation time and cost of vacation for the first year or portion thereof, should be negotiated by the clergy/lay worker and wardens at the time of appointment and approved by the bishop.
- 5: For clergy/lay worker returning to the life of the church after a leave of absence vacation time and cost for vacation in the first year of employment or portion thereof should be negotiated by the clergy/lay worker and wardens at the time of appointment and approved by the bishop.