

Revision Date – Nov. 21, 2003
Committee - Diocesan Council
Source - Diocesan Council

VACATION POLICY

Diocese of Nova Scotia & Prince Edward Island

Pertains to
CLERGY
DIOCESAN STAFF

DIOCESAN STAFF:

Date Of Employment
 January 1 to December 31

Entitlement
 One Business day with pay for each anticipated full month of service to a maximum of 10 business days.

Entitlement in the second and subsequent calendar years of employment.

<i>CLASSIFICATION</i>	<i>CALENDAR YEAR</i>	<i>ENTITLEMENT</i>
Administrative Support	2nd to 4th	10 Business days
	5th to 8th	15 Business days
	9 th to 15th	20 Business days
	16 th & over	25 Business days
Administration/Directors	2nd to 3th	15 Business Days
	4th to 6th	20 Business Days
	7th to 15th	25 Business Days
	16th & over	add 1day per year to a maximum of 30 days.

Carry over of Vacation:

Diocesan Staff with written approval from the Diocesan Executive Director, may carry over to the next year up to 5 days of vacation. Application must be made prior to November 15th.

Vacation not taken during the current year will be lost, with the exception of approved carry over.

CLERGY:

Clergy who have been engaged in full time service in a parish or Diocesan ministry up to and including 14 years are entitled to 4 weeks' vacation in each year. **Four weeks' vacation means 4 weeks, including 4 Sundays.** Those with 15 or more years are entitled to 5 weeks' vacation. **Five weeks' vacation means 5 weeks, including 5 Sundays.** In all cases such vacation is with pay. See Canon 37.

For clergy entering ministry after January 1st vacation in the "base" year should be pro-rated over the anticipated full months of service to December 31st.

For clergy entering the Diocese from active ministry outside the Diocese, vacation for the year in which the priest enters the Diocese should be pro-rated over the anticipated full months of service to December 31st.