

Presbytery of Genesee Valley
Proposed Changes to Benefits section of Personnel Policies

This document is intended to replace entirely the Section entitled "BENEFITS" found on pages 17-20 of the Genesee Valley Presbytery's Personnel Policies Manual. If approved, these policies become effective retroactively on January 1, 2021.

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LEAVES

B.1 Employee Categories

Exempt

Exempt employees are salaried personnel, generally managers or professionals, who are exempt from the minimum wage and overtime provisions of the Federal Labor Standards Act. To be exempt from overtime provisions, they must also meet the minimum salary threshold defined by the Department of Labor.

Non-Exempt

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime. Nonexempt employees are normally paid on an hourly basis.

All employees - Primary, Part-time, or Temporary - are classified as either Exempt or Non-Exempt and are also divided into the following categories for the purpose of compensation and benefits. Presbytery policies apply to all categories of personnel.

Full-Time

Full-time (40 hours) employees are eligible for medical, pension and time-off benefits, to be described in more detail in following sections.

Extensions of Full-Time Benefits

The Presbytery Leader or equivalent leadership position, if hired at less than full-time, shall be eligible for full-time benefits if they work over 20 hours per week.

Part-Time

An employee whose work schedule is less than full-time (less than 40 hours) on a full workweek basis for a continuous and indefinite period, is considered a part-time person for all compensation and benefit purposes. Part-time employees are not entitled to benefits named as effective for full-time employees in this policy, but are entitled to many other benefits.

Temporary

Temporary agency employees are those who are hired for less than a year with a mutual understanding of the terms of employment.

B. 2 Time Off Eligibility

All Full-Time and Part-Time employees are eligible for time-off benefits other than short-term disability. Temporary workers, independent contractors, and volunteers are not eligible for time off benefits.

Eligibility – Paid time off/leave in all its forms listed below is available to all employees at the beginning of service. Leave for part-time employees is prorated based on the percentage of full-time equivalency time worked. Temporary agency workers, independent contractors, and volunteers are not eligible for paid leave.

B.3 Calculating Leave Rate

An employee hourly allotment for time off (vacation/paid time off, sick, etc) is calculated based upon their full-time equivalency rate (herein referred to as FTE).

Full Time = 40 hours per week

A part-time employee's FTE is equal to the number of hours they are hired to work weekly divided by 40 hours.

Example: Mary is hired to work 24 hours/week, her FTE is 24 hrs/40 hrs or .6 FTE. If Mary is allotted 120 hours of Paid Time Off annually at the FTE, Mary would be allotted 72 hours at her prorated level.

B.4 Usage and Approval of Time Off/Leave

The established year for taking time off or leave is the calendar year, January 1 through December 31. Unused vacation may not be carried over to the next calendar year, except with special approval.

All employee time off approvals are to be made by the Presbytery Head of Staff, except for the time off approval of the Presbytery Leader, which should be approved by the Personnel Committee.

- First Year of Service - During the first partial year of employment, vacation days will be prorated within the year hired.
- Usage and Approval – Employees are encouraged to take all of their available Paid Time Off annually. All requests for Paid Time Off, Sick Leave, or other forms of leave must be approved. Requests for Paid Time Off should be made at least one month in advance, when possible.

No more than the equivalent of the employee's regularly scheduled weekly hours may be recorded as Paid Time Off or Sick Leave for any week long period..

Employees must exhaust all accrued sick and vacation leave before moving into unpaid status, except as specifically provided in other policies such as military leave and parental leave. For example, if an employee exhausts sick leave benefits, the employee must use vacation leave before moving into unpaid status, unless approved in advance in writing by the Presbytery Leader or a designated representative.

B.5 Paid Time Off (PTO)

The Presbytery of Genesee Valley provides Paid Time Off (PTO) to all employees as it understands the value and importance of time-off for employee well-being, emotional health, and productivity. Employees are encouraged and expected to use their vacation in full each year. Paid Time Off (PTO) provides flexibility to use time off to meet personal needs, while recognizing individual responsibility to manage paid time off. It is up to each employee to allocate how they will use it – for vacation, caring for children, school activities, medical/dental appointments, leave, personal business, or emergencies.

Number of Years of Service PTO Credit

1-5 years: 120 Hours (FTE)

6-10 years: 160 Hours (FTE)

11-25 years and over: 200 Hours (FTE)

26 years and over: 240 Hours (FTE)

Minimum Increments of PTO - The minimum amount of PTO that can be used at one time depends on whether the individual is full-time or part time. If part-time, PTO must be used in increments of two hours. Full-time employees must take PTO in increments of not less than four hours.

Payment at Separation/Year One - Employees in their first year of employment whose employment ends for any reason other than termination for cause will be paid any unused vacation accrued in the months of their employment as set forth above.

Payment at Separation/Years following – Employees who have worked for more than one (1) year and whose employment ends for any reason other than termination for cause will be paid for unused accrued vacation, prorated based upon percentage of time worked per week and the percentage of the year worked. An employee will not be paid for any unused vacation that was carried over into the following year.

B.6 Sick Leave

All employees are eligible for up to 96 hours (pro-rated at full-time equivalent) sick leave annually.

Sick leave will be administered as prescribed by applicable New York State laws. Employees may start using accrued leave on January 1, 2021.

- Accrual –Sick leave can be accrued year to year up to a maximum of 720.
- Usage –Sick leave may be used as follows:
 - For mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave; or
 - For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care.
 - Sick leave may be used in half-day or full-day increments.
- Approval –An employee who cannot report to work for medical reasons must notify the employee’s supervisor as soon as possible. For absences of three (3) days or more an employee may be asked to provide a physician’s statement.
- Employees whose employment ends for any reason shall have no claim for pay in lieu of unused sick leave. Sick leave does not increase with length of service. Nor is there payment for accrued but unused sick leave when an individual ends employment with the Genesee Valley Presbytery.
- Paid sick leave for illnesses or absences that qualify as Family and Medical Leave Act (FMLA) leave will run concurrently with the FMLA leave.

B.7 Holidays

Below are the holidays for Presbytery employees. The daily allotment of holiday leave is equivalent to the average work day for each position.

HOLIDAY	WHEN HOLIDAY IS OBSERVED
New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Easter	
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmastide	December 24- December 31
Floating Holiday	At employee's discretion

Note that for any holiday that may fall on non-work day, the paid holiday may be observed on a day adjacent to the actual holiday. Changes to an employee's holiday schedule may be requested to the Head of Staff.

B.8 Bereavement Leave

Employees are eligible for up to 3 days of paid leave following the death of a member of their immediate family. There is no limit to the number of leaves that may be taken if an employee has several "immediate family" members pass away in a calendar year. "Immediate family" is defined, in general, as: spouse, child, parent, stepparent, parent-in-law, sibling, grandparent, grandchild, sibling-in-law, child-in-law. Additional time off may be authorized by the Head of Staff and the chair of the Personnel Committee if needed, but may be charged against available sick leave or vacation.