



LIFECHURCH.TV

# Leave Policy

*Exempt Staff*

## FAQ's

### Q1 What is Exempt and am I?

A2 Exempt employees are those employees who are paid a salary, NOT by the hour. The Leave policy only applies to Exempt/Salaried staff. Hourly staff still fall under the guidelines of the Paid Time Off (PTO) policy.

### Q2 Do I still need to submit a request to take time off?

A2 Yes – All leave time for Exempt staff should be submitted for your supervisor's approval via your Employee Access.  
<https://home.eease.com>

### Q3 What type of things can I use my Leave for?

A3 Some possible examples to use leave time for are:

- Sick
- Vacation
- Personal time
- Missions
- Camp

### Q4 How is my time tracked?

A4 Each team member has access to their leave history and pending leave request via their Employee Access Account.

### Q5 I am a team leader, how do I keep on top of what time my staff has taken?

A5 Each team leader has access to their team's schedule via Manager Access. The team calendar is reflective of requested time off for each team member. You will also use your Manager Access to approve/deny pending requests for time off by your staff.

### Q6 How is my leave time tied to performance?

A6 Leave time is now part of the performance review process and each team leader will be regularly evaluating their team's leave history and addressing issues as needed.

### Q7 The Policy Guidelines give maximum days deemed appropriate based on years of service, can I exceed that amount?



## LIFECHURCH.TV

A7 Yes – the schedule listed in the policy guidelines is what would be expected for time used during a single calendar year. We realize there may be exceptions to this schedule. When time is needed over the guideline amount, the approval of Senior Executive Director, Regional Campus Pastor or DLT is required.

**Q8 When does the schedule listed in the Policy Guidelines renew?**

A8 The guidelines are set per calendar year. However, leave time will be evaluated over a rolling twelve month period.

**Q9 If I don't use as many days as is stated in the guidelines, do I get to carry over additional days?**

A9 No – because there is never a balance of time.

**Q10 What about my unused accruals? Do I get to keep them?**

A10 It depends. If you sign the Leave Policy Implementation Agreement and return it by **August 16<sup>th</sup>** to HR, you will keep your unused PTO accruals and continue to withdrawal time from your accrual "bank" as you use it. Once your balance is zero or on January 1<sup>st</sup> 2008, you will not have a banked accrual balance.

**Q11 What about at termination, do I get a payout of unused vacation?**

A11 It depends – Under the Leave Policy there is no balance or accrual of time assigned to staff and therefore, no unused amount to payout. However, if you sign the Implementation Agreement to keep your unused accrual balance until it is depleted or January 1<sup>st</sup>, and leave LifeChurch.tv prior to January 1, 2008 any remaining unused vacation time will be paid out to you.

**Q12 Do I keep accruing vacation time IF I sign the Implementation Agreement?**

A12 No– All Exempt staff will stop accruing vacation time effective August 1, 2007.

**Q13 What about Maternity Leave and Short Term Disability?**

A13 LifeChurch.tv will continue to pay Exempt staff their regular salary for the one week waiting period for Short Term Disability. After the one week waiting period, the Short Term Disability benefit begins. See the Summary Plan Description for Short Term and Long Term Disability located in the Human Resources Network folder for more information.

**Q14 I lead hourly team members. What is their leave policy?**

A14 Hourly team members fall under the Paid Time Off (PTO) Policy. And will submit requests for time off thru their time recording system, EZ



LIFECHURCH.TV

Labor. Questions regarding EZ Labor or accruals for Hourly team, may be directed to Payroll. The PTO policy is located in the Human Resources Network folder for review.