



LIFECHURCH.TV

Subject: Leave Program		
Effective Date: 9/1/07	Department: All	Classifications: Exempt/Salaried
Revised Date: N/A		Page: 1/1
Attachments:		

PURPOSE:

To provide Exempt team members with flexibility in using leave time, while promoting ownership of responsibilities and emphasizing performance/work output. This policy does not apply to Non-exempt (hourly) staff as they follow the Paid Time Off (PTO) and Sick Policy.

POLICY:

- The LifeChurch.tv Leave Program encompasses all paid leave, including sick leave, vacation, mission experience participation, and personal leave.
- Leave must be requested by the team member via Employee Access and may be approved or denied by the team member's supervisor.
- Team Leaders should ensure that their team members use leave time effectively and within policy guidelines. It is the responsibility of the Team Leader to be aware of his or her team's calendar and schedule. The demands of the team should be considered when considering leave requests for approving leave.
- If a leave request exceeds two successive weeks, a secondary approval by a Regional Campus Pastor, Team Group Leader, or Directional Leadership Team member is required.
- 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 supervisor, corrective action will be taken.
- The highest levels of integrity and ethical standards should be upheld when participating in the LifeChurch.tv Leave Program.

Guidelines:

- 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 LifeChurch.tv. The LifeChurch.tv Leave Program 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 affected by leave taken.
- The following is what LifeChurch.tv deems to be a reasonable amount of leave time taken per calendar year, based on years of service.
 - a. 0 to 5 years, 20 days per calendar year
 - b. 5 to 10 years, 25 days per calendar year
 - c. 10 or more years, 30 days per calendar year.