



Cottage Cove Policy

Work Days, Holidays and Time Off

- Applicable To:** All full time interns and regular staff (excluding the Executive Director). Work schedules for all part time staff are set individually by the Executive Director, typically within normal work hours, but without expectation of paid time off or sick leave.
- Standard Work Day:** Monday, Wednesday, Friday, 9:30 am to 6 p.m., Tuesday 1 pm to 8 p.m., Thursday 1 pm to 6 p.m. The summer schedule will vary, typically with Tuesdays reverting to 9:30 to 6 p.m. The Thursday half-day off was provided to offset assisting with the Church at Cottage Cove on Sundays or other special assignments. The standard weekly schedule is subject to change as ministry conditions require.
- DTI and Special Events:** Staff may be expected to work some hours that are normally off, including on Saturdays, Sundays, or in evening hours. These may be to facilitate special events, field trips, extended hours of DTI weeks, or to supervise missions or work groups.
- Regular Holiday Breaks:** Christmas – approximately 1 1/2 weeks, usually ending on January 2.
Memorial Day – 4 day weekend (including Friday & Monday)
Labor Day – 3 day weekend (including Monday)
Thanks giving – 5 day weekend (beginning Wednesday)
Late summer (usually post DTI) – 1 week (to be set annually)
- Additional Time Off:** Staff may take additional time off for illness or personal reasons but should not exceed 5 days per calendar year. All requests for time off should be cleared with the Executive Director or his designate. Unless for illness, emergencies, or extraordinary circumstances, all days off should be scheduled well in advance. Extended medical or sabbatical leave is at the discretion of the Executive Director and, if granted, is normally unpaid. Unused sick/personal days are not intended to have financial value or to be carried into subsequent years.
- Military Service:** Reserve personal attending to their normal monthly commitment will be given time off, as necessary, with pay. Military orders requiring absences in excess of four days will be granted the time off without pay. Those called up or volunteering for extended active duty service will be reinstated to their original position upon satisfactory completion of their

service wherein the ministry still has need of the aforesaid position, is financially able to do so, and the individual still meets ministry requirements for that position. As such, this ministry seeks to uphold the spirit and intent of The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)

Maternity Leave:

12 weeks of unpaid leave are available.

Paternity Leave:

Utilizing a few paid personal days is permissible, if still available. In conjunction with the aforesaid possibility, or as a primary option; 1 week of unpaid leave is available.

Punctuality:

It is expected that staff will be on-time and ready to work at the designated time each day. Excessive tardiness may become sole grounds for dismissal.

Exceptions:

Special considerations and exceptions are at the sole discretion of the Executive Director, who may also designate other collective breaks or partial days off, including snow days.