

Dorchester Presbyterian Church
Additional Benefits For Non-GSS Employees
Session Approved: November 21, 2017

Employees of the Good Shepherd School are not eligible for these benefits at this time.

A. Pension

Full-time DPC staff (40 hours a week or more) will be enrolled in the Presbyterian Pension and Benefits Plan, for whom full dues are paid.

B. Health Insurance

Major Medical protection for full-time staff and dependents is provided to participants in the health insurance program of the Board of Pensions.

C. Sabbaticals

All staff of Dorchester Presbyterian Church are expected to take a paid sabbatical leave after every six, full, consecutive years of service to the congregation (in the seventh year of employment).

All full-time staff are allotted twelve weeks of paid Sabbatical Leave. Part-time staff including those who primarily work on Sunday, are granted a one week paid Sabbatical in their seventh year of employment.

A Sabbatical is not study leave, it is to be used as the employee sees fit.

Study leave and/or continuing education may not be taken in the same year as a Sabbatical. All continuing education funds allotted to the employee should be applied to help cover the cost of the Sabbatical.

Vacation days are intended to be taken in addition to a Sabbatical.

A full-time employee may take up to two weeks of vacation in a Sabbatical year. Part-time employees must take all of their vacation in addition to their Sabbatical. Employees early in their sixth consecutive year of employment should work with the Personnel Committee and supervising staff to coordinate and plan the details of the upcoming Sabbatical (mainly how the workload will be covered in the absence of the employee). The proposed Sabbatical will then be presented and recommended by the Personnel Committee to the Session for approval.

Non-ordained staff require the Session's approval of the Sabbatical timing and job coverage.

Ordained staff require the approval of the Sabbatical by the congregation, as determined in the terms of call. The Sabbatical Policy of Charleston-Atlantic Presbytery should be consulted for all ordained staff. - - - See appendix A.

*A Sabbatical plan may include tasks of reflection and/or study for the congregation and/or supervising staff and/or committees to perform in the absence of the employee.