

Time Off Policy

One of the many great benefits that TVC gives the staff is a generous amount of time off. All staff start with 3 weeks of vacation time and receive an additional week of vacation (4 weeks total) after 5 years.

General Guidelines for Time Off

- All time off is subject to the approval of the staff members' direct manager.
- Staff gone 2+ days out of the office must set up an automatic reply for their email.
- Staff are responsible for making sure their responsibilities are covered while they are gone.
- Staff must designate a person in charge if they are gone on a Sunday or for 3+ workdays.
- For more information regarding sabbatical/leave, please see the sabbatical/leave policy.

How to Request Time Off

To request time off please follow the 3 step process:

1. Use the Time Off Request form located on the staff website. **Please submit all time off at least 2 weeks in advance** (If you are unable to submit your time off request 2 weeks in advance, please speak directly to your direct.)
2. After you request time off, you will discuss it with your direct at your next meeting.
3. Once your request has been approved with your direct, please submit your time off in the Quickbooks Workforce App.

Form: <https://www.cognitofrms.com/HR49/TVCTimeOffRequestForm>

Sabbatical

The Sabbatical process differs from the Time Off Policy in some key areas. Please refer to the sabbatical policy for more information.

Sabbatical Policy: [Sabbatical Policy](#)

Blackout Dates

Blackout dates are times of the year when staff may not take time off because there is an increase in attendance and an opportunity to for staff to participate in what God is doing at TVC. Staff may not request time off during the week leading up to and including the weekend of:

- Easter
- Christmas Eve

Events and Conferences (Paid Time Off)

TVC allows staff to attend TVC events (I.e. Detroit Mission Trip and Fusion 412 Summer Camp) and conferences without using vacation time, but they must be in good standing and have the approval of their direct. Staff are expected to be in a leadership position when attending a TVC event.

