

EMPLOYEE BENEFITS Bethany Presbyterian Church Effective April 1, 2015 / Updated 2018 (does not reflect [WA PFML](#) effective as of 2020)

BENEFIT	STAFF LESS THAN 20 HOURS PER WEEK	NON-PASTORALSTAFF 20 – 40 HOURS PER WEEK	NON-ORDAINED PASTORAL STAFF 20 – 40 HOURS PER WEEK	ORDAINED PASTORAL STAFF 20 – 40 / 50 HOURS PER WEEK
TIME AWAY BENEFITS				
HOLIDAYS (see below)	Unpaid	Paid (pro-rated)	Paid (pro-rated)	Paid (pro-rated)
ANNUAL LEAVE (see below)	Not offered Program Lead Staff * -80 hours (10 days) / year (pro-rated) -120 hours (15 days) / year after five years (pro-rated) -160 hours (20 days) / year after ten years (pro-rated)	-80 hours (10 days) per year (pro-rated) -120 hours (15 days) per year after five years (pro-rated) -160 hours (20 days) per year after ten years (pro-rated)	160 hours (20 days) per year (pro-rated)	160 hours (20 days) per year (pro-rated)
SICK, FAMILY CARE AND SAFE LEAVE (see below)	One hour accrued for every 40 hours worked or time unpaid	-80 hours (10 days) per year (pro-rated) -Annual Leave may be applied to family care	-80 hours (10 days) per year (pro-rated) -Annual Leave may be applied to family care	-80 hours (10 days) per year (pro-rated) -Annual Leave may be applied to family care
Family Care, Medical, Pregnancy, Maternity & Parental, FMLA (after one year of employment or 1,250 hours in preceding year)	Annual Leave, Sick/Safe Leave may be used or the time off is unpaid	-Thirty days paid parental leave for new child within first 12 months -Up to three months, paid and unpaid, for maternity, disability and elder care -Annual Leave and Sick/Safe Leave may be used	-Thirty days paid parental leave for new child within first 12 months -Up to three months, paid and unpaid, for maternity, disability and elder care -Annual Leave and Sick/Safe Leave may be used	-Thirty days paid parental leave for new child within first 12 months -Up to three months, paid and unpaid, for maternity, disability and elder care -Annual Leave and Sick/Safe Leave may be used
STUDY LEAVE	Not offered	Not offered	80 hours (ten days) per year	80 hours (ten days) per year
SABBATICAL	Not offered	Not offered	Three calendar months paid after 6 years; scheduled with Session approval	Three calendar months paid after 6 years; scheduled with Session approval
BEREAVEMENT LEAVE	Unpaid	Paid 24 hours (three days) for immediate family and 8 hours (one day) for non-immediate family	Paid 24 hours (three days) for immediate family and 8 hours (one day) for non-immediate family	Paid 24 hours (three days) for immediate family and 8 hours (one day) for non-immediate family
JURY AND WITNESS DUTY LEAVE	Unpaid	80 hours (ten days) per year	80 hours (ten days) per year	80 hours (ten days) per year
LEAVE FOR VICTIMS OR FAMILY MEMBERS OF VICTIMS (domestic violence, sexual assault or stalking)	-Reasonable leave period for one of 5 specific reasons (i.e., counseling, legal assistance) -Normally unpaid but earned Safe Leave time off may be applied	-Reasonable leave period for one of 5 specific reasons (i.e., counseling, legal assistance) -Normally unpaid but earned Safe Leave or Annual Leave may be applied	-Reasonable leave period for one of 5 specific reasons (i.e., counseling, legal assistance) -Normally unpaid but earned Safe Leave or Annual Leave may be applied	-Reasonable leave period for one of 5 specific reasons (i.e., counseling, legal assistance) -Normally unpaid but earned Safe Leave or Annual Leave may be applied
LEAVE FOR SPOUSES OF MILITARY PERSONNEL	Not available	-120 hours (15 days) per deployment (prior to deployment or when spouse on leave from deployment) -Any earned paid time off may be applied	-120 hours (15 days) per deployment (prior to deployment or when spouse on leave from deployment) -Any earned paid time off may be applied	-120 hours (15 days) per deployment (prior to deployment or when spouse on leave from deployment) -Any earned paid time off may be applied

LEAVE FOR CERTAIN EMERGENCY SERVICES (volunteer firefighter, reserve peace officer, Civil Air Patrol)	Unpaid or, if eligible, any earned paid time off may be applied	Unpaid or any earned paid time off may be applied	Unpaid or any earned paid time off may be applied	Unpaid or any earned paid time off may be applied
ADMINISTRATIVE LEAVE	Unpaid leave available with permission of Senior Pastor	Unpaid leave available with permission of Senior Pastor	Unpaid leave available with permission of Senior Pastor	Unpaid leave available with permission of Session
HEALTH CARE AND DEATH, DISABILITY BENEFITS	Healthcare, death and disability benefits available for employees who are at 30 or more hours per workweek			
MEDICAL INSURANCE	Not offered	60 day wait - Provided for staff, family coverage available at cost	60 day wait - Provided for staff, family coverage available at cost	Provided for staff and family through Board of Pensions
Flexible Spending Account (FSA)	Redirect a portion of pre-tax salary to a separate account to pay for eligible health care expenses.	Redirect a portion of pre-tax salary to a separate account to pay for eligible health care expenses.	Redirect a portion of pre-tax salary to a separate account to pay for eligible health care expenses.	Redirect a portion of pre-tax salary to a separate account to pay for eligible health care expenses.
Aflac Supplemental Insurance	Aflac insurance pays cash to you to help with daily and/or unexpected expenses (child care, rent, groceries, medical parking, etc.) due to an illness or accident.	Aflac insurance pays cash to you to help with daily and/or unexpected expenses (child care, rent, groceries, medical parking, etc.) due to an illness or accident.	Aflac insurance pays cash to you to help with daily and/or unexpected expenses (child care, rent, groceries, medical parking, etc.) due to an illness or accident.	Aflac insurance pays cash to you to help with daily and/or unexpected expenses (child care, rent, groceries, medical parking, etc.) due to an illness or accident.
DENTAL AND/OR LONG TERM Disability INSURANCE	Not offered	Optional – employee paid & offered through PCUSA Affiliated Benefits Program	Optional – employee paid & offered through PCUSA Affiliated Benefits Program	Optional – employee paid & offered through Board of Pensions
DEATH & DISABILITY INSURANCE	Not offered	Employer provided through PCUSA Affiliated Benefits	Employer provided through PCUSA Affiliated Benefits	Provided by Board of Pensions
RETIREMENT AND EMPLOYMENT SECURITY	Retirement benefit available for employees who are at 30 or more hours per workweek			
RETIREMENT	Social Security	Social Security; 10% of salary to 403(b) plan after first year	Social Security; 10% of salary to 403(b) plan after first year	Provided by Board of Pensions; (no Social Security contribution)
UNEMPLOYMENT INSURANCE	Not available	Not available	Not available	Not available
PROFESSIONAL DEVELOPMENT	Professional development offered for pastoral staff			
PROFESSIONAL DEVELOPMENT	Not offered	Not offered	\$800 per year pro-rated	Salary allocation to study allowance

- * Annual Leave. Paid time away from the office is prorated if the employee is working less than full time; includes holidays, annual leave, and family care/sick and safe leave; these benefits are also pro-rated if hired after mid-calendar year. Other paid time off is based on a calendar work day. Program Lead Staff include WND Director, Kitchen Supervisor, Organist, Children's' Ministry Assistant.
- * Holidays Observed: New Year's Day, MLK, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and day after, and Christmas Day. The Personnel Committee, at the beginning of each calendar year, will determine the date of an additional day at New Year's and an additional day at Christmas and Easter.
- * Annual Leave for each calendar year is available upon approval by the Senior Pastor after the first three months of employment, and should be used during the year. Annual Leave may be used to care for a family member (child, spouse, parent, parent-in-law or grandparent). Carryover is with prior approval of the Senior Pastor.
- * Sick/Safe Leave for each calendar year may be used to care for a family member (child, spouse, parent, parent-in-law or grandparent). Carryover of up to 480 hours is permitted for staff working 20 or more hours per week. Carryover of up to 40 hours is permitted for staff working less than 20 hours per week.
- * Bereavement Leave may be used for an immediate family member – child, spouse, parent, parent-in-law or grandparent and one day for a non-family member.
- * Study Leave carryover, up to 80 hours, is available with prior approval of manager. Effective April 1, 2015 / Updated 2018 (does not reflect [WA PFML](#) effective 2020)