

SECTION 3 - PERSONNEL

Origin: TOTP Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

Date: 30 October 2009

Revision: Coordinating Council

Date: 23 November 2013

Revision: Coordinating Council

Date: 25 April 2014

Revision: Coordinating Council

Date: 18 November 2016

3.1 TOTP Clergy Stipend and Benefits

3.1.1 Stipendiary Rate

TOTP Clergy stipends follow the guidelines of the Council of the North policies which set basic stipend, length of service allowance, and annual Cost-of-Living increases.

3.1.2 Annual Paid Vacation

TOTP Clergy are entitled to the following:

1. Four (4) weeks annual vacation for first ten years of ordained service
2. Five (5) weeks annual vacation for eleven to fifteen years of ordained service
3. Six (6) weeks annual vacation for sixteen years and onward of ordained service
4. All Annual Paid Vacation time must be used within the calendar year it is earned. There is no cash payout of unused vacation time, “use it” or “lose it”.
5. With the written approval of the Bishop and the Parish Wardens, up to two weeks annual vacation time can be carried forward to the next year to be used for an extended vacation off the North American Continent.
6. For partial years of service within TOTP the vacation allotment will be pro-rated.

3.1.3 Continued Education

- i. Clergy to receive up to three (3) weeks (15 days) paid leave for approved Continuing Education in keeping with the National Churches Guidelines and Standards for Continuing Education. (Continuing Education is not to be considered part of Annual Vacation).
- ii. Vacations and Continuing Education leave are to be scheduled in such a way that the Cleric is “out of parish” for no more than five consecutive weeks at a time. Exceptions shall be with the approval of the Bishop and support of the Parish Wardens.

3.1.4 Statutory Holidays

TOTP recognizes the following Statutory Holidays in Canada:

1. New Years Day – January 1
2. BC Family Day – 2nd Monday in February
3. Good Friday
4. Victoria Day - May
5. Canada Day - July 1
6. BC Day - First Monday in August
7. Labour Day
8. Thanksgiving Day
9. Remembrance Day – November 11
10. Christmas Day – December 25

3.1.4.1 Working on a Statutory Holiday

When Clergy are required to work on a Statutory Holiday, another day will be taken as a day “in lieu of”, preferably within the following week. Statutory Holidays are days off with pay only as per the provincial regulations and can not be accumulated or be used for a cash “pay out”.

3.1.5 Benefits and Pensions

For information and questions about eligibility, coverage and premiums for pensions and all other TOTP provided benefits (medical, dental, extended health etc.) contact TOTP’s Administration office.