

Texas Conference Vacation Policy for Clergy

This Vacation Policy for Clergy is to standardize clergy vacations across the Conference. The policy is for clergy appointed within the bounds of the Texas Conference.

NOTE: Years of service (under appointment) refer to years of service in an Annual Conference(s) of The United Methodist Church, not years of service in the local church to which the clergy is appointed.

For every week's vacation, a paid Sunday off is included.

(1)	FULL-TIME LOCAL PASTORS in process, attending the four-week Course of Study	5 years or less	2 weeks paid
(2)	FULL-TIME CLERGY (Full Members, Provisional Members, Assoc. Members, Full Connection Deacons, Full-Time Local Pastors) PART-TIME CLERGY (Includes Student Local Pastors)	5 years or less	2 weeks paid 1 week paid
(3)	FULL-TIME CLERGY (Full Members, Provisional Members, Assoc. Members, Full Connection Deacons, Full-Time Local Pastors) PART-TIME CLERGY (Includes Student Local Pastors)	5 years + 1 day through completion of 10 th year	3 weeks paid 2 weeks paid
(4)	FULL-TIME CLERGY (Full Members, Provisional Members, Assoc. Members, Full Connection Deacons, Full-Time Local Pastors) PART-TIME CLERGY	10 years + 1 day through completion of 15 th year	4 weeks paid 3 weeks paid
(5)	FULL-TIME CLERGY (Full Members, Provisional Members, Assoc. Members, Full Connection Deacons, Full-Time Local Pastors) PART-TIME CLERGY	15 years or more	5 weeks paid 3 weeks paid

Time used for Continuing Education, Spiritual formation and Course of Study as defined by the *Book of Discipline* of The United Methodist Church and according to the rules set by the Conference Board of Ordained Ministry, shall not be considered as vacation time or used in lieu of vacation time. Vacation time is calculated on a conference year basis (7/1- 6/30). Vacation time not used in on year cannot be carried into the next year. There will be no pay in lieu of unused vacation time.