

ST. MARTIN'S EPISCOPAL CHURCH BLACKOUT DAY POLICY



Blackout days are periods when employees must be present to address St. Martin's operational or parish needs. To minimize disruption, all employees from the identified departments/ministries ("ministries") are precluded from taking PTO, attending training, or participating in continuing education on these days.

RELIGIOUS HOLIDAYS

Holy Week precedes the most important event on the Christian calendar. To commemorate this and demonstrate support, all employees are to be present the Monday-Thursday before Easter.

Other holidays with blackout days include:

- The day before Ash Wednesday
- Ash Wednesday
- Palm Sunday
- Easter Sunday
- December 15-23

These blackout days apply to the following ministries:

- Clergy, Worship, Christian Education, Family (including Children and Student Ministries), Young Adults, Music (Contemporary and Traditional), Facilities, Communications and I/T, and
- Employees responsible for Event Planning (sound, coordination, and creativity).

Holiday Exception:

Good Friday and Christmas Eve may be taken as PTO if the employee has PTO remaining, is not responsible for the respective services, and has supervisory approval.

FALL KICK-OFF SUNDAY

Groups whose ministries begin on Kick Off Sunday are to be present from August 15 (or the closest work day) through Fall Kick-off Sunday.

These ministries include Christian Education, Family Ministries (including Children and Student Ministries), Young Adults, Outreach, and Communications. It also includes those in Event Planning (sound, coordination, and creativity).

LEADERSHIP RETREATS

Periodically, St. Martin's leadership hosts retreats for the benefit of continuing education, planning, strategizing, and creating alignment among groups.

- Staff Retreat: All Clergy, the Executive Committee, and Program/Senior Staff must attend.
- Vestry Retreat: All Clergy must attend.

EMERGENCIES & DISASTERS

In the event of emergencies and disasters, certain groups are critical to the recovery efforts. They must be present at work or, at a minimum, be available to work remotely if possible. This includes days when they would otherwise be scheduled off.

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These ministries include the Executive Committee, the Clergy, the Rector's Office, Human Resources, Outreach, I/T, Communications, and Facilities.

PARISH MEETING SUNDAY

The Rector introduces the staff to parishioners on "Parish Meeting Sunday" which is typically the last Sunday of January. This lasts for about 30 minutes. The Clergy and Program/Senior Staff are highly encouraged to attend and all employees are welcome.

MINISTRY SPECIFIC EVENTS

Blackout days may also be necessary at the ministry level to perform essential functions. Examples include running the semi-monthly payroll, closing financials at month end, or hosting ministry-specific events. Employees are responsible for knowing whether any ministry-specific blackout days apply.

EXCEPTIONS

Exception requests must be approved by the 1) employee's immediate supervisor and 2) the Executive Committee member in the employee's reporting chain or the CEO, HHCI for HHCI employees.

- Typical exceptions are for family funerals (in keeping with the Bereavement Leave Policy), jury duty, FMLA type illnesses and emergencies.
- Exceptions requiring additional review include family weddings and graduations. When granted, the exception applies to the day before and the day of the wedding or graduation.
- Exceptions to ministry-specific blackout days only need the approval of the employee's direct manager.

GOVERNANCE

St. Martin's leadership tries to communicate blackout day changes as soon as possible. However, leadership reserves the right to add, remove or adjust these days at any time to support the needs of its operations and the parish.

Questions about this policy can be directed to the Executive Director of Human Resources at 713-985-3802.