



Revised Policy of August 2019

Regarding: Full-time Employee Compensatory Time-off and Part-time Employee Pay Policy on Logos' Major Events

To: All Logos Employees

Revised by: Human Resources Office

Date: August 2021

Effective Immediately

Faculty and staff are expected to participate in the Seminary's major annual and non-annual events, namely, commencement, seminary retreat and annual thanksgiving/fundraising banquet, and President's inauguration.

1. **Commencement:** 4 to 8 hours* of compensatory time-off may be applied for staff who chooses to attend and help with logistic needs.
2. **Seminary Retreat:** All faculty and staff are expected to attend this event. Those who choose not to attend will need to take vacation days as the school will be closed during these days.
3. **Annual Thanksgiving/Fundraising Banquet:** The Advancement and Finance & Administration staff are required to serve at the banquet as part of their job requirements. Non-exempt employees will be eligible for compensatory time-off 4 to 8 hours*. Other departments' staff are encouraged to help out the event and non-exempt employees will be eligible for compensatory time-off 4 to 8 hours*. Faculty members are encouraged to sponsor table and help host our guests.
4. **President's inauguration:** 4 to 8 hours* of compensatory time-off may be applied for staff who chooses to attend and help with logistic needs.

Part-time staff requested by the supervisor to attend above events and help with logistic needs will be paid for the hours worked and attended up to 8 hours.

The immediate supervisor is responsible for the time sheet accuracy. The compensatory time-off should be taken within 30 days following the event. It cannot be converted into salary or carried over for future use. The compensatory time-off request needs to be recorded as such in Logos' HRIS, such as Paychex Flex.

* Actual work hours if over 4 hours; up to 8 hours