

# Baylor Spiritual Wellbeing Leave Guidelines

*Effective September 1, 2023, Baylor University will offer Spiritual Wellbeing Leave to eligible employees.*

## Purpose

Baylor University recognizes the need to provide paid time off for dedicated space and time for the need and respect for a spiritual retreat. Spiritual Wellbeing results from our communion and relationship with God.

## Eligibility

The following employee categories are eligible for Spiritual Wellbeing Leave and referred to as Eligible Employees within these guidelines:

- Regular Staff
- Temporary Benefit Eligible Staff

## Spiritual Wellbeing Leave

Spiritual Wellbeing Leave can be used for activities that foster the communion and relationship with God. While employees can utilize this time as they are so moved, a few suggestions may include:

- Prayer
- Bible study
- Scripture memorization/meditation
- Participating in a local community service project.
- Volunteering time with your faith community.
- Appreciating God's work in nature and the arts.
- Spending time in personal spiritual reflection through journaling, painting, or other activity.

In order to balance employee needs with University needs, supervisors may counsel staff that have patterns of excessive and/or frequent absenteeism that may place the employee at risk for disciplinary action in consultation with Human Resources.

## Availability

Eligible Employees will accrue 8 hours of Spiritual Wellbeing Leave for each Absence Plan Year which is September 1<sup>st</sup> – August 31<sup>st</sup>. The accrual of 8 hours is based on an FTE of 1.0. For positions with an FTE that is less than 1.0, the accrual of Spiritual Wellbeing Leave will be prorated according to the FTE.

Eligible Employees will accrue Spiritual Wellbeing Leave immediately upon hire and on September 1st of each year. Eligible Employees may request Spiritual Wellbeing Leave immediately upon accrual. Spiritual Wellbeing Leave will not be paid in advance. Any unused Spiritual Wellbeing Leave will expire on August 31st of each year and will not carry forward to the next Absence Plan Year. Spiritual Wellbeing Leave may be taken intermittently or all at once within the Absence Plan Year.

## Procedures

The desire to take Spiritual Wellbeing Leave should be reported to the employee's supervisor and requested within the absence tracking system utilized by the University. Supervisors, or their delegated absence approver, should respond to the request for Spiritual Wellbeing Leave in a timely manner to ensure the approved hours are paid to the employee in the pay period in which the absence was taken.

Payment of Paid Spiritual Wellbeing Leave to bi-weekly employees is included in the regular scheduled paycheck provided that the timecard and comments were submitted with the employee's time record and approved in accordance with the University policy. The employee will not be paid in excess of accrued Spiritual Wellbeing Leave hours.

Upon separation from service, unused Spiritual Wellbeing Leave has no cash value in the employee's final pay.

If rehired within the same Absence Plan Year in which their previous service with the University ended, any unused Spiritual Wellbeing Leave will be reinstated for use within the current Absence Plan Year.

Baylor University, at its discretion, may make changes to the Spiritual Wellbeing Leave Guidelines without notice.