

**UNUSED PROFESSIONAL DEVELOPMENT TIME AND FUNDS**  
**(to be used by all congregations of the presbytery)**

**Policy of the Presbytery of New Covenant**

**Upon the dissolution of the pastoral relationship:**

- a. Vacation time, professional development time and allowances are considered by the Committee on Ministry to be a part of the covenant between the employing organization and the employee who shall use them only for the purposes specified. As such, upon dissolution of the relationship, an employee shall be entitled to receive prorated vacation time only.
- b. The prorated amount of any unused professional development allowances **shall** be sent to the Treasurer of the next employing organization or the appropriate presbytery, or to the Presbytery of New Covenant to be held until next Call. In the latter case, the funds will be sent directly to the calling church. Ordinarily, unused professional development time is **not** compensated unless COM finds that the use of professional development time has been limited or blocked by the church.
- c. If an employee has utilized more than the prorated professional development allowance, it ordinarily should be refunded to the current employing organization. The current organization is free to overlook the overpayment if it so chooses.
- d. When approaching retirement, the retiring professional should utilize his or her unused professional development time and allowance, perhaps in one of the pre-retirement seminars offered by the Board of Pensions. Upon retirement, any unused professional development time and allowances are forfeited.

**ADOPTED BY THE COMMITTEE ON MINISTRY: OCTOBER 7, 2008**

**REVISIONS ADOPTED: NOVEMBER 2009, APRIL 2011**