



**new day**  
church

a fresh start and a secure future

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# Pay Policy *(Version 2)*

## Purpose

The purpose of this policy is to set out how New Day Church staff salaries, pensions, expense levels, leave entitlement and expense claims are determined and processed.

## Statutory Requirements

Where there are statutory requirements for the payment of staff in community and outreach centres, they must always be met, recognising that those requirements may change from time-to-time.

New Day Church adopts a non-discriminatory pay policy with regard to age, disability, gender, marital and civil partnership status, pregnancy or maternity, race including colour, ethnic or national origins and nationality, religion or belief or sexual orientation, as stated in our Equal Opportunities Policy.

## Setting salary levels

### Initial salary levels

Salary levels for a new post are set by the Trustees with reference to the following:

- Average salary levels for positions with similar levels of responsibility and skills in other fields of employment.
- Average salary levels for equivalent positions in other churches.
- The previous experience of the new employee.
- The current and prospective sustainable financial resources of New Day Church

A full-time working week is set at 37.5 hours.

### Annual Review

The Board reviews salaries every year between December and March as part of the budget setting process. In doing so consideration is given to the following:

- Level of current inflationary increases in pay levels.
- Adjustment of hours worked by part-time staff with respect to the needs of the church, the time pressures on staff and any changes in the job.
- Changes in the level of responsibility of each employee.

## Communication of pay decisions to staff.

The initial salary level is communicated to prospective employees in the job description provided at the time of an employment offer.

The outcome of the annual salary review is communicated to staff as early as possible when the annual Church Budget is being finalised. This will usually be in March and will be no later than 31<sup>st</sup> March.

## Pension entitlement and policy

Staff are automatically enrolled into our occupational pension scheme (NEST – National Employment Savings Trust)) in accordance with our obligations under Part 1 of the Pensions Act 2008. We will pay an additional 5% of normal gross monthly pay into this scheme.

If an employee already has another qualifying pension plan which they would prefer church to pay into they must still enrol with NEST initially. They can then resign from NEST after enrolment and the church will pay 5% of their normal gross salary into their chosen scheme.

If possible, staff are encouraged to make additional payments from their salary into their pension plan. These should be arranged with the Treasurer so that monthly deductions can be made from gross salary. For every £1 contributed by employees the government adds an extra 25p to their plan.

## Administration of paying staff – who and how

### Monthly payments

Staff are paid monthly, in arrears, by the last day of the month directly to their bank account. Payments will have deductions from them for PAYE and employees National Insurance Contributions and any other statutory deductions.

### Overtime

There is no entitlement to paid overtime but any additional hours worked, at the agreed standard rate, may be worked by joint agreement with the Board. If any additional hours become permanent an appropriate written adjustment will be made to their Job Description.

### Travel

Use of privately owned vehicles for New Day Church business (excluding travel between home and place of work) will be reimbursed at the FPCS rates as published by HMRC at the time of use. Staff must keep an accurate record of all such expenditure, [providing sufficient detail about each journey for Trustees to be able to authorise each claim](#). Claims shall be submitted to the Church Treasurer no later than the end of the third month after the period to which they relate. (If an employee uses their private vehicle for church business they **must** have the relevant insurance cover, probably expressed as business use.)

# **Holiday and Leave entitlements - for FT and PT staff**

## **Annual Holiday Entitlement**

Holiday entitlement is 5 weeks per annum. Holidays are to be taken in agreement with an employee's line manager and ideally during school holiday periods. The holiday year is from April to March. Staff are also entitled to all Public and Bank holidays pro rata for the hours worked. The calculation 8 days of 7.5 hours x (weekly hours/37.5) will be applied. In the event that an employee is required to work on a Bank holiday at the request of the Board, an equivalent period of 'time off in lieu' shall be taken within the current holiday year.

A maximum of 5 days of the annual holiday entitlement may be carried from one year to the next by agreement with the line manager. Any such days have to be taken before the end of March in the subsequent year.

Employees should request their holiday leave from their line manager providing as much notice as possible and with due regard to busy times of year and planned church events. Line managers will always seek to respond to staff requests for leave promptly and with due regard to the personal circumstances of each employee.

Employees will keep a record of all forms of leave using their Annual Leave Form stored digitally and accessible to the Board. (see Appendix 1)

## **Sickness during annual leave**

If an employee is sick during part of the annual holiday entitlement such sickness should be reported to their manager for consideration as to whether their annual holiday entitlement should be rescheduled.

Nothing in the above paragraph shall be deemed to entitle an employee to additional days holiday as of right in the event of sickness during specified holidays and it shall be open to the Board to refuse to reschedule any day's holiday without furnishing explanation or making any additional payment to the employee in respect of lost days.

## **Leaving Employment**

If an employee leaves New Day Church employment, outstanding pay for holidays will be calculated on a pro rata basis for the number of days employed in the holiday year less any holidays already taken. If more holidays have been taken than the pro rata amount then the final salary payment will be adjusted accordingly.

## **Additional Leave in exceptional circumstances**

In addition to the holiday entitlement provided for above employees will be granted up to a maximum additional number of days leave of absence in the following exceptional circumstances:

- 1 paid day for the funeral of a close relative
- 2 paid days for the move of home

Requests for these days should be made to the line manager providing as much notice as possible. The maximum number of additional days leave of absence in any one year shall not exceed 7 and may not be carried forward into any subsequent year. Any further day's leave of absence in excess of the 7 specified

above shall ordinarily be deducted from their annual holiday entitlement although the Board may in its absolute discretion increase the number of day's leave of absence in appropriate circumstances.

### **Other benefits**

Staff are not entitled to any benefits other than those set out above. However, New Day Church would look to ensure that our strong ethos on pastoral care is reflected in how we support our staff. We will meet the minimum statutory requirements and would look to consider granting additional supplementary leave at the discretion of the Board.

Staff may be eligible for statutory paid leave, including:

- maternity leave
- adoption leave
- paternity leave
- Shared Parental Leave
- time off for dependents
- bereavement leave

They may be eligible for additional paid leave including:

- compassionate leave
- training

Applications for any of the above should be made to the Board through the line manager. Each application will be assessed on its own merits. For information on any of these staff should contact their line manager in the first instance.

## **Absence and sick pay**

### **Absence**

If an employee is absent from work for any reason, they must inform their line manager by telephone as soon as possible, but no later than mid-day on the first day of absence.

For absences of 7 days or less, staff can self-certify. On their return to work they must complete and provide a self-certification form to the Board. This must be completed before the end of their first day back at work.

For absences of 7 days or more because of sickness or injury, employees must get a doctor's certificate or fit note.

All sickness or injury absences will be added to their employment record.

### **Sick pay**

Payment, which will include any Statutory Sick Pay due, during sickness absence will be as shown in the following table:

Length of Service	Full pay	Half pay
Under Probation	1 week	1 week
Year 1	1 month	1 month
Years 2- 5	3 months	3 months
Years >5	6 months	6 months

Any additional sickness payment will be made at the discretion of the Board.

## **Expenses and other Claims**

The Senior Pastor is provided with an expenses limit for the purchase of resources, training and travel related to their leadership role in the church. This limit is set annually at the same time as salary levels are set.

Other staff are not provided with an expenses limit but are encouraged by pre-arrangement to undertake training which will benefit them in their work. They may claim for expenses incurred for agreed training and travel.

Expenses and other claims should be made digitally to the Treasurer providing receipts for items purchased and using the appropriate form (Appendix 2). This form has a dropdown menu showing all the budget heads from which claims may be made.

## **Questions**

If staff have any questions or concerns about any aspects of this pay policy they should talk to their line manager in the first instance. If they are unable to provide a definitive answer to the satisfaction of the employee then they should take the question or concern to the Board.

**APPENDIX 1**

**New Day Church Leave/Holiday Form**

**Holiday Entitlement Notes**

*Full time allowance: 33 days holiday per year. (5 weeks at 5 days per week, plus 8 b/h)*

*Part-time allowance: 33 days of 7.5 hours x (weekly hours/37.5) (5 weeks at 5 days per week, plus 8 b/h)*

*Additional allowance: Retreat / Conference?*

Last Name	First Name	Personnel No.	Line managers Name
<b>Work Contact Details: (Telephone number and/or address)</b>			

<i>For Period From</i>	01.04.2022	<i>To</i>	31.03.2023	<i>Number of days Entitlement</i>	33 (based on a 5 day working week)
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*Days carried forward from 2021/22 Total =*

<i>Leave / Holiday dates (inclusive) (dd/mm/yy)</i>		<i>Number of days</i>	<i>Number of days Leave/Holiday left</i>	<i>H: Holiday BH: Bank Holiday R: Retreat C: Conference S: Sickness O: Other</i>	<i>Notes / Authorisation</i>
<i>From</i>	<i>To</i>				

## APPENDIX 2



<b>Name of Claimant:</b>			
<b>Submission Date:</b>			
<b>Expenses</b>			
<b>Date</b>	<b>Item</b>	<b>Budget Head</b>	<b>Amount</b>
<b>Expenses CLAIMS TOTAL</b>			<b>£0.00</b>
Please ensure that scanned or original receipts are included with this claim			