Policy/Procedure Items for BCM Directors

Time Away policies:

These policies refer to time spent away from your assigned campus for conferences, seminars etc. which are not part of your normal job description or assigned to you by your supervisor. For instance, leading a conference, seminar or revival not connected to your assigned campus would fit in this category.

Conferences – Revivals: Our policies currently allow certain employees a total of four weeks per year, 20 work days to participate in or lead these types of events with the approval, in this case, of the State BCM Director. Approval needs to be granted before the event is accepted and can be done by submitting the BGCO time away form and emailing it to the BCM office. Anything above the 20 days per year will need to be approved by the State BCM Director and would be considered an exception to the normal policies.

Mission Trips: BCM sponsored mission trips where students are involved do not count against conference or revival days. BCM employees are considered to be on the job as part of their normal job responsibilities. The State BCM Director’s office needs to be informed well in advance, 3 months where possible, of the details of the trip, including dates, destination, organization you will be working with and number of students and staff involved. This can be emailed to the State BCM Directors office.

Vision Trips – trips to set up an upcoming mission trip where students will be involved does not count against the conference/revival days for the year. Multiple vision trips to the same location are discouraged and would need the prior approval of the State BCM Director’s office.

Other: Mission trips that do not involve students or count as vision trips will need to be pre-approved if counted as conference time. Use of vacation days is another viable option for these trips.

Vacation – All employees are encouraged to use their vacation time. Vacation requests need to be submitted at least two weeks before the time off. On occasion where an employee needs to take a day or two off on short notice an exception will be made.

Reporting Process:

Approval for Time Away needs to be done before a trip or event except in the case of illness. The time away form is to be filled out and emailed to the state BCM office for approval. A return email will confirm that the Time Away has been approved when appropriate.