

FAMILY LEAVE POLICY

Introduction.

The Committee on Ministry has a responsibility to help define the terms of call of pastors in the presbytery (*Book of Order G-11 0502b*) and to serve as pastor and counselor to the ministers of the presbytery (*Book of Order G-11 0502b*). All pastors have times when they need to focus attention on personal and family matters. Having a well-defined Family Leave policy as part of the terms of call reduces anxiety in time of need, thus increasing the effectiveness of pastors in fulfilling their professional responsibilities.

Family leave may be taken by pastors from regular full or part-time employment in order to attend to personal and family matters, including but not limited to the pregnancy of the pastor or spouse, adoption or guardianship, care for a newborn, or care for an immediate family member in the case of illness or bereavement. Family leave shall be granted by the session in response to a written request by the pastor and after consultation between the pastor, the session, and the Committee on Ministry.

The duration of maternity leave may be up to eight weeks. The pastor may negotiate the start time of maternity leave in consultation with the session. Leave resulting from a medically-certified disability due to complications from pregnancy is covered elsewhere and shall not be considered Family Leave.

The duration of paternity leave may be up to four weeks.

The duration of leave for adjustment for a newly-adopted child or recently placed foster child may be up to four weeks.

Duration of leave for family care for a child, parent, spouse, in-law, or sibling with a serious health condition may be up to four weeks.

Duration of family leave in times of bereavement upon the death of a child, parent, spouse, in-law, or sibling may be up to two weeks.

During leave full salary, housing, and Board of Pension dues will be paid. If a leave extends beyond the expected time, vacation time may be used at the discretion of the minister in consultation with the session. It is understood that family leave is necessitated by major transition or stress and under normal circumstances is not to replace vacation.

Additional leave may also be negotiated between the pastor and the session at 60 percent of full pay. Beyond this further leave at no pay may be negotiated between the pastor and the session in consultation with the Committee on Ministry.

While on leave the minister is freed from all pastoral and administrative duties, including funerals, weddings, session meetings, and leading worship.

Rev. 11/18/06