**For all staff:**

**Maternity/Paternity Leave-**

When Christian parents give birth to a child, the whole family of faith shares the celebration. This is particularly true when one or both parents are employed by a particular church. The celebration, nurture, and encouragement of the family ought to take place in many ways and on many levels in the life of a particular church.

Therefore, Family Leave policies should support the parents’ need for celebration, nurture, rest, and recovery upon the birth or adoption of a child.

The following guidelines are recommended by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to aid in
negotiation between session and pastor for Family Leave.

1. Time and duration of family leave shall be mutually agreed upon between employees and session.
2. The suggested duration of maternity/paternity leave is twelve weeks. If an employee desires more or less time, the session needs to be flexible.
3. The timing of leave is the employee’s choice. The employee may begin leave before childbirth or take the entire time after the child is born or in the case of adoption, at the time the child is received into the home.
4. Compensation during Family Leave
5. It is recommended that full salary and benefits be granted for at least twelve weeks. Further leave can be negotiated without full salary.

**For Full Time Employees**

 **Health and Medical Leave -**
Employees are entitled to up to ten working days of paid sick leave each calendar year cumulative up to ninety days. At the time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave. Employees are expected to report used sick time to the Session.

**Grief Leave -**
Employees are entitled to three paid days per year shall be allowed for grief leave arising out of the death of a member of the family.

**Care of Immediate Family Leave-**

A. The following guidelines are recommended by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to aid in negotiation between session and employee for Family Care Leave. Family Care Leave requirements may be negotiated along with the terms of call or at another time when the need becomes apparent. Family Care Leave shall not be construed as vacation time.

B. Time and duration of family leave shall be mutually agreed upon between employee and session.

1. The minimum suggested duration of family care leave is twelve weeks. If an employee desires more or less time, the session needs to be flexible insofar as it is practical for the normal operation of the church.
2. The timing of leave is the employee’s choice. The pastor may begin leave before the relative moves into their home, or wait until the person has taken up residence.
3. If it becomes necessary, the leave time may be extended, especially when the safety and care of the new household member is at stake.

C. Compensation during Family Leave

1. It is recommended that full salary and benefits be granted for at least twelve weeks. Further leave can be negotiated without full salary.