

## **Family Leave Policy University Presbyterian Church**

### I. Persons Covered

Full-time ordained and non-ordained staff. Part-time employees receive this benefit on pro-rated basis, depending on number of hours worked.

### II. Guidelines for Family Leave

When a clergy staff member or full-time employee needs to take extended leave due to the needs of a family member, the Session shall be consulted as soon as possible. Situations which may fall under this heading include, but are not limited to, maternity/paternity leave; extended hospitalization/rehabilitation; or, the need to place a family member in long term care. Leave for family issues other than maternity/paternity leave will be negotiated with the head of staff, if appropriate, and the staff oversight committee, pending approval by the Session both as to length of leave and issues of salary during the leave time. A clergy staff member may lengthen the period of family leave at his or her discretion by using accrued vacation or sick leave.

### III. Maternity/Paternity leave

Full-time clergy staff and full-time employees will be eligible for up to 8 weeks paid maternity leave and up to 4 weeks paid paternity leave, with that time to be allocated as the employee(s) determine within one calendar year of birth or adoption of a child. For one year after the birth or adoption of a child, the clergy staff member/employee may also use accumulated vacation, sick leave or study leave to add to the paid time off after a birth or adoption or may save and use some of this time as necessary for child care over the remainder of the calendar year, subject to the approval by the staff oversight committee, pending approval by the Session. Maximum consecutive time off for maternity leave is 12 weeks, even if the sum total of paid leave plus annual benefit leave is greater than 12 weeks, unless there is medical necessity. If both of those requesting maternity and paternity leave are clergy staff members, then maternity and paternity leave may be used concurrently or sequentially as decided by the couple, subject to approval by the head of staff, if appropriate, and staff oversight committee, pending approval by Session. Clergy staff/employees needing more than the maximum specified leave above before or after the birth or adoption of a child can use unpaid family medical leave time; paid disability leave if appropriate; or may request extra time off through the head of staff, if appropriate, and the staff oversight committee, pending Session approval. Determination of any payment or partial payment of salary for extended maternity/paternity leave requests is at the discretion of the Session.

### IV. Additional Considerations

- a. It is anticipated that clergy staff members/full-time employees will use family leave policy only when needed and will not abuse the generosity of the church.
- b. Return to work after family/maternity/paternity leave may be scheduled on a full-time or part-time basis as agreed upon by the head of staff, if appropriate, and the staff oversight committee, pending approval by the Session.
- c. Time periods for family/maternity/paternity leave are intended to be an annual benefit or occur within one calendar year after birth or adoption and are not to be accrued.