

Recommendations:

- 1. That Presbytery receive the second and final reading of the proposed maternity/paternity policy entitled “Parental Leave” for the Presbytery of New Harmony. (02 27 2010)**

PARENTAL LEAVE GUIDELINES FOR MINISTERS

Introduction:

Changes in a Minister’s family profile triggers concern for appropriate adjustments to accommodate the transition. These guidelines are meant to help churches develop and implement policies for Family Leave for Pastors. These guidelines are meant to open up conversations between sessions, personnel committees, and ministers so as to decide upon appropriate policies. The negotiated leave should be incorporated into the terms of call.

Maternity Leave:

Eligibility: When a female minister is to give birth to a child or adopt a child (or children).

Paternity Leave:

Eligibility: When a male minister’s wife is to give birth to a child or adopt a child (children).

It is preferable for the minister to have completed one year of continuous service to be eligible for leave. Full disclosure at the time of initiation of employment is encouraged, but with the nature of maternity/paternity leave, may not always be possible. Sessions are encouraged to be flexible.

Terms:

1. It is suggested that 8 weeks be the minimum of Maternity leave.
2. It is suggested that 2 weeks be the time of Paternity Leave.
3. The church shall pay for Board of Pension dues. Sessions normally grant full salary for the leave. Requests for longer than 8 weeks for Maternity leave or 2 weeks for Paternity leave can be arranged, at reduced pay or non-paid.
4. Any earned vacation time and compensation, for that calendar year, may be added to the time of maternity/paternity leave, with the concurrence of the Session.
5. The church shall assume the cost and responsibility of covering the duties of the minister.
6. The church and session are encouraged to contact the Presbytery and the Committee on Ministry as a resource.
7. While on leave, the minister is freed from all pastoral duties, including funerals, weddings, session meetings, and leading worship.

The minister should negotiate application for Parental Leave with the Session through the Personnel Committee (when appropriate) a reasonable time before the anticipated need for such leave.

RECOMMENDED PARENTAL LEAVE GUIDELINES FOR CHURCHES

Introduction:

Changes in a Staff member's family profile triggers concern for appropriate adjustments to accommodate the transition. These guidelines are meant to help churches develop and implement policies for Family Leave for church staff members other than the minister(s). These guidelines are meant to open up conversations between sessions, personnel committees, and church staff members so as to decide upon appropriate policies.

Maternity Leave:

Eligibility: When a female staff member is to give birth to a child or adopt a child (or children).

Paternity Leave:

Eligibility: When a staff member's wife is to give birth to a child or adopt a child (children).

It is preferable for staff to have completed one year of continuous service to be eligible for leave. Full disclosure at the time of initiation of employment is encouraged, but with the nature of maternity/paternity leave, may not always be possible. Sessions are encouraged to be flexible.

Terms:

1. It is suggested that 8 weeks be the minimum of Maternity leave.
2. It is suggested that 2 weeks be the time of Paternity Leave.
3. The church shall pay for Board of Pension dues if applicable. Sessions normally grant full salary for the leave. Requests for longer than 8 weeks for Maternity leave or 2 weeks for Paternity leave can be arranged, at reduced pay or non-paid.
4. Any earned vacation time and compensation, for that calendar year, may be added to the time of maternity/paternity leave, with the concurrence of the Session.
5. The church shall assume the cost and responsibility of covering the duties of the staff member.
6. The church and session are encouraged to contact the Presbytery and the Committee on Ministry as a resource.
7. While on leave, the staff member is freed from all pastoral duties, including funerals, weddings, session meetings, and leading worship.
8. Staff who return to work following a period of approved family leave will be assured of continued employment in the same position.

Application for Parental Leave should be negotiated by the staff member with the Session through the Personnel Committee (when appropriate) a reasonable time before the anticipated arrival.