

## Maternity/Parental Leave Guidelines

Adopted February 17, 1990

How do maternity/parental leave guidelines benefit the church?

- They recognize and support the church's commitment to family life.
- They recognize and support the importance of early bonding with a child or children by both mother and father.
- They increase church employees' job satisfaction by providing for this significant change in their lives.
- They reduce staff turnover by protecting the church employee's return to work.
- They permit church employers to plan in an orderly way for work to be covered.

### Maternity Leave

In addition to other benefits, an ordained or lay female employee is entitled to maternity leave in the period immediately preceding and following the birth of a child or children as follows:

- a. The employee should, if possible apply for the leave at least sixty days in advance of the expected birth, specifying the amount of leave time desired.
- b. The leave can be for up to five months. The leave may include a period in advance of the expected birth, as well as after the birth, both times negotiable dependent on circumstances such as job requirements, personal preference or medical condition of the child or children.
- c. The first two months of the maternity leave will be at full pay. This may be expanded an additional period of up to three months if medically authorized (with or without pay).
- d. Benefit coverage will continue on the same basis as it was before the leave.
- e. Upon completion of maternity leave, the employee will be entitled to return to her position. The position will not be filled during the leave except on a temporary basis. If the employer deems it necessary, the employer may offer a different but comparable position to the employee returning from maternity leave, which the employee will be free to accept or decline without prejudice. If the position left by the employee has ceased to exist, a comparable position will be offered to the employee at the same or greater salary.
- f. Any salary increase action for which the employee may become eligible in the course of the leave will be effective on return to employment.

## Parental Leave

In addition to other benefits, an ordained or lay employee is entitled to parent leave in the period immediately preceding and following the arrival (birth, adoption or guardianship) of a child or children as follows:

- a. Regarding the arrival of a child or children or in the case of illness of a child or children, if physician certified, the employee should, if possible, apply for the leave at least sixty days in advance of the expected arrival, specifying the amount of leave time desired.
- b. The leave can be for up to one month. In cases involving the arrival of a child or children, the leave may include a period in advance of the expected arrival, as well as after the arrival, both times negotiable dependent on circumstances such as job requirements, personal preference and medical condition of the child or children.
- c. Up to one month per year of the parental leave will be at full pay. Any approved leave beyond the employer's reimbursement period will be leave without pay.
- d. Benefit coverage will continue on the same basis as it was before the leave.
- e. If both parents are on the same employing unit payroll, only one parental leave can be granted. However, leave may be shared by the two parents.
- f. Upon completion of parental leave, the employee will be entitled to return to his or her position. The position will not be filled during the leave except on a temporary basis. If the employer deems it necessary, the employer may offer a different but comparable position to the employee returning from parental leave, which the employee will be free to accept or decline without prejudice. If the position left by the employee has ceased to exist, a comparable position will be offered to the employee at the same or greater salary.
- g. Any salary increase action for which the employee may become eligible in the course of the leave will be effective on return to employment.