

CHURCH FAMILY AND MEDICAL LEAVE POLICY AND PRACTICE

Approved by COM April 29, 2010

Revised by Presbytery February 11, 2017

Full-time called pastors, pastors in temporary pastoral relationships, and educators are in a unique position of responsibility for the ministry to which God has called them— to be available to serve the congregation as needs arise. Pastors are gifted and called to shepherd the church and extend God's care and proclaim God's Word in a multitude of situations and needs. The work is demanding and fulfilling, stressful and joyful. Therefore, pastors may need help from the church in placing priority on their families.

PASTORAL MEDICAL LEAVE

Advance Notice and Medical Certification

When leave is foreseeable, ministers must give the session at least 30 days notice. Ministers must supply or provide sufficient information to determine whether leave should be granted. A form may be provided for this purpose.

When ministers cannot give 30 days notice, they should give notice as soon as possible. Generally, this means ministers should notify the Session within one or two business days after they learn they need leave.

When leave is due to the minister's own serious health condition or the serious health condition of a spouse, son, daughter, or parent, the Session may require medical certification from a health care provider before approving leave.

While a minister is on leave, the minister must periodically report to the Session his or her status and intention to return to work. During this time the Session may require periodic recertification by a health care provider.

Payment During Leave

- A. The Session shall continue full compensation including salary, pension/major medical dues, housing allowances and/or free use of manse, medical deductible reimbursements, and other compensation related allowances/reimbursements during periods of leave for illness/injury (1 to 30 days)
- B. A period of leave for an illness/injury or personal leave of up to five days annually may be taken at the pastor's discretion. The pastor shall report a period of personal leave to the Clerk of Session no later than the beginning of said leave.
- C. Periods of leave for an illness/injury of longer than five days shall be substantiated by a statement from the pastor's attending physician advising the avoidance of normal responsibilities, provided by the pastor to the Clerk of Session.
- D. Travel reimbursement, along with other professional reimbursements, will be suspended during periods of leave for illness/injury.
- E. A minister may not take study leave during leave for illness/injury, unless the Session concurs.
- F. When a period of leave for an illness/injury extends for more than seven days the pastor is to inform the General Presbyter and/or the chair of the Committee on Relational

Ministry as soon as practical.

If requested by the Session and upon receipt of the appropriate verification of the medical circumstances justifying such need of the minister presently serving the church or family member of the minister, Shenandoah Presbytery, through the ~~the~~ CRM, may offer assistance and/or financial support to the congregation for the following services:

Sunday pulpit supply
Arrangements for pastoral care of members
Moderator for session and/or congregational meetings

PASTORAL SHORT TERM DISABILITY

Churches should refer to the PCUSA Board of Pensions web site:

<http://www.pensions.org/portal/server.pt>, then click on the "Benefits and Assistance" tab.

PARENTAL LEAVE

Churches should refer to the Parental Leave Policy for the Presbytery of Shenandoah which was adopted February 9, 2008 and revised February 11, 2017.

FAMILY LEAVE

At minimum, it is recommended that the standard of the United States Family and Medical Leave Act of 1993 be adopted as provisions for all church staff members. This allows the staff member, who has been employed at a church for one year, to take up to twelve weeks of unpaid leave in a twelve month period for the purpose of caring for a spouse, child, or parent with a serious health condition.

RELATIONSHIP TO STAFF MEMBER	PAID TIME
Spouse, Child, Parent	Up to 5 days
Brother, Sister, Father-in-law, Mother-in-law, Grandparent, Uncle, Aunt	Up to 3 days

Pay will not be granted for any day in which the employee is otherwise compensated (such as a paid holiday) or for any day the employee otherwise would not have been at work.

Use of Accrued Time

Any accrued time in the form of vacation, sick leave, discretionary/designated holidays, or paid time off may be used at the staff member's discretion prior to taking an unpaid leave of absence. However, use of accrued time will not lengthen the duration of the leave.

This policy was reviewed by the Session on: _____

This policy was approved by the Session on: _____

Minister: _____

Clerk of Session: _____

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