

## **Guidelines for Maternity/Paternity Leave**

Presbytery VOTED to adopt the Guidelines for Maternity/Paternity leave.

In addition to other benefits, a pastor is entitled to a leave in the period immediately prior to and following the arrival (birth, adoption, or guardianship) of a child as follows:

1. The pastor(s) should apply for the leave at least one (1) month in advance of the expected arrival of the child, specifying the amount of time desired.
2. If the pastor is the primary care-giver, the leave may be up to three (3) months. The leave may include a period of time in advance of the expected arrival and also a period of time following the arrival.
  - a. The first six (6) weeks of the leave shall be at full salary (cash salary, housing and utilities).
3. If the pastor is the secondary care-giver, a leave may be granted upon approval of the Session of up to two (2) weeks. The leave may include a period of time in advance of the expected arrival and also a period of time following the arrival.
  - a. These two (2) weeks of the leave may be at full salary (cash salary, housing and utilities).
4. Any approved leave beyond the employer's reimbursement period will be without pay.
5. Upon completion of the maternal-paternal leave, the pastor will be entitled to her/his position. The position shall not be filled during the leave except on a temporary basis.
6. Any salary increase action for which the pastor(s) may become eligible in the course of the leave shall be effective upon return to employment.
7. Extenuating circumstances (ie. multiple births, problem pregnancy, illness, etc.) should be handled on a case by case situation by the session/congregation as may be appropriate.