



Vacation, Sick Leave, Family Leave and Bereavement Leave Guidelines

Vacation:

The presbytery's minimum terms of call require four weeks of vacation per year. Except in unusual or non-recurring circumstances, vacation time should not be carried over to another year. Partial years should be pro-rated.

Sick Leave:

We recommend sick leave of one day for each month of service, cumulative to ninety days. Unused sick leave will not be included in any severance agreement. If a medical condition is expected to last more than ninety days the pastor shall contact the Board of Pensions about disability benefits.

Family Leave:

Pregnancy/Childbirth:

Federal law (Title VII of the Civil Rights Act of 1964, as amended by the Pregnancy Discrimination Act of 1978) requires employers to treat pregnancy and childbirth like any other medical condition. Accordingly, sick leave may be used at any time during pregnancy or after childbirth as needed up to the accrued amount. We also recommend, in addition to sick leave, six weeks of paid maternity leave, to be used as agreed upon by the pastor and the Session. Maternity leave beyond this six weeks and any accumulated sick leave shall be unpaid. Disability benefits from the Board of Pensions may apply in cases of extended medical need.

Parental Care Giving:

A pastor may request parental leave on the occasion of the birth, adoption or guardianship of a child within twelve months of the event. We recommend two weeks of paid leave, with additional unpaid leave to be negotiated between the pastor and the Session.

Family Care Giving:

A pastor may request family leave if a spouse, child or parent has a serious health condition. Sick leave and vacation may be used, with further leave, paid or unpaid, to be negotiated.

Bereavement Leave:

A pastor may request bereavement leave in the event of the death of a family member. We recommend one week of paid leave, with additional unpaid leave to be negotiated.