

GUIDELINES FOR PARENTAL LEAVE

PRESBYTERY OF GLACIER PRESBYTERIAN CHURCH (USA)

Introduction:

The addition of children to a family is a gift and blessing of God. When children are added to a family of a Teaching Elder, Commissioned Ruling Elder, or Certified Christian educator, special accommodations must be made to support the nurture of the growing family and the ministry within the congregation.

The following guidelines are recommended by Glacier Presbytery to help congregations develop and implement policies for Parental Leave for Teaching Elders, Commissioned Ruling Elders and Certified Christian Educators; it is also recommended that congregations develop similar parental leave policies for all ministry and professional staff. The negotiated leave should be incorporated into the terms of call.

Eligibility: This policy is suggested for serving Teaching Elders, Commissioned Ruling Elders and Certified Christian Educators who are part of Glacier Presbytery:

- Maternity Leave: when a member gives birth to a child.
- Spousal Leave: when a member's spouse gives birth to a child.
- Adoptive leave: when a member adopts or assumes guardianship of a child.

Recommended Terms:

1. It is suggested that 8 weeks be the minimum for Maternity leave.
It is suggested that 4 weeks be the minimum for Spousal leave.
It is suggested that 8 weeks be the minimum for Adoptive leave.
2. (if applicable) The church should pay for Board of Pension dues. Sessions normally grant full salary for the leave. Requests for longer than 8 weeks of Maternity or Adoptive leave or 4 weeks of Spousal leave can be arranged at reduced pay or non-paid.
3. It is suggested that no more than two weeks of vacation be added to the minimum parental leave, with the concurrence of the Session.
4. The session in communication with the Committee on Ministry should arrange for coverage of all duties of the staff member for the duration of the leave.
5. Staff who return to work following a period of approved parental leave will be assured of continued employment in the same position.
6. Once a session has negotiated a policy, it should be submitted to the Committee on Ministry for records.
7. Staff will not use parental leave to pursue another call

Additional Considerations

These guidelines should be considered in negotiating appropriate family leave:

- In the event the expectant parent experiences a miscarriage or still birth, she/he should be given the maternity/spousal leave she/he would have received had the pregnancy been carried to term with no complications;
- The parent must have medical approval to return to work;
- Re-entry may be scheduled on a full-time or part-time basis as agreed upon by the parent and session, and with medical approval;
- Study leave should not be used for maternity, spousal or adoptive leave;
- In the event the new parent chooses to resign before or at the expiration of the Leave period, the church may request that it be reimbursed for the monetary compensation provided during the Leave.
- Parental Leave is for Session approval. Upon approval it should be communicated to the congregation and the Committee on Ministry;
- Flexibility will be the most important means of arriving at a mutually satisfactory arrangement for Parental Leave.

Approved by COM April 2017