

FAMILY LEAVE POLICY

PRESBYTERY OF YELLOWSTONE, PRESBYTERIAN CHURCH (USA)

The addition of children to a family is a gift from God and caring for an ill family member is a sacred responsibility. When children are added to a family of a Minister of Word and Sacrament, Commissioned Ruling Elder, or a Certified Christian Educator, special accommodations must be made to support the nurture of the growing family and the ministry within the congregation. Furthermore, when a family member of a Minister of Word and Sacrament, Commissioned Ruling Elder, or a Certified Christian Educator is in need of care due to physical, mental and/or emotional illness special accommodations must be made to support the caregiver.

Family Leave serves a twofold purpose. 1. It gives families the time and financial support needed to attain and maintain physical, mental and spiritual health. 2. It bolsters a healthy working environment, increasing the likelihood of fulfilling one's call, and a strong and enduring professional relationship between employer and employee. Therefore, Yellowstone Presbytery requires each congregation to have a Family Leave policy as part of their terms of call (called) or contract (with a session).

The following policy is required by Yellowstone Presbytery to help congregations develop and implement optimal policies for Family Leave for Ministers of Word and Sacrament, Commissioned Ruling Elders, and Certified Christian Educators; it is also recommended that congregations develop similar family leave policies for all ministry and professional staff. The negotiated leave should be incorporated into the terms of call.

Eligibility: This policy is for Ministers of Word and Sacrament, Commissioned Ruling Elders and Certified Christian Educators in Yellowstone 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.
- Caregiver Leave: when an ill family member is in need of prolonged care. (At the very least "family member" refers to a spouse, child, sibling, parent, or grandparent, but since some close familial relationships aren't included in this definition sessions/pastors are encouraged to define what "family member" means on a case by case basis.)

Terms:

1. 12 week minimum for Maternity leave. 4 week minimum for Spousal leave. 12 week minimum for Adoptive leave. 4 week minimum for Caregiver leave.
2. (if applicable) The church shall continue to pay for Board of Pension dues. Sessions normally grant full salary for the leave. Requests for longer than 12 weeks of Maternity and Adoptive leave, 4 weeks of Spousal leave, or 4 weeks of Caregiver leave can be arranged at reduced pay or non-paid.
3. It is suggested that no more than 2 weeks of vacation be added to the minimum family leave, with the concurrence of the Session.
4. The Minister of Word and Sacrament, Commissioned Ruling Elder, and Certified Christian Educator (if able) and session in communication with the Pastoral Ministry Team will pre-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 family 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 Pastoral Ministry Team for records.
7. Staff will not use family leave to pursue another call.

Additional Considerations

This policy 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, adoptive, or caregiver leave, cheating both family and congregation of the

important purposes of study leave;

- In the event the new parent or caregiver 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.
- Family Leave arrangements must be made with Session. The arrangements shall be communicated to the congregation and the Pastoral Ministry Team;
- Flexibility, open communication and kindness will be the most important means of arriving at a mutually satisfactory arrangement for Family Leave.

Approved by Presbytery: March 6, 2021

Effective Date: January 1, 2022