

POLICY FOR MINISTER/EMPLOYEE MATERNITY/PATERNITY LEAVE

Rationale: When Christian parents give birth to a child, the celebration is shared by the whole family of faith. This is particularly true when one or both parents are employed by a particular church. The celebration, nurture, and encouragement of the family ought to take place in many ways and on many levels in the life of a particular church. Therefore, maternity/paternity leave policies should support the parents' need for celebration, nurture, rest, and recovery upon the birth or adoption of a child. Similarly in cases of adoption, leave policies should support the family's need for "bonding," adjustment, or possible delay.

Policy:

1. The following policy of Albany Presbytery is recommended for use by churches in providing for Maternity and Paternity Leave.
2. It is important to recognize the need for flexibility as circumstances differ.
3. When maternity/paternity leaves are agreed upon, the full terms shall be included in the governing body's minutes and, where appropriate, in the terms of call.

Times and Duration of Maternity/Paternity Leave

1. The duration of maternity leave shall be four to eight weeks. The duration of paternity leave shall be two weeks. If a person desires more or less time, the personnel committee/session is encouraged to be flexible.
2. The beginning of leave is the person's choice. She/he may begin her/his leave before childbirth or take the entire time after the child is born. The timing of adoptive leave usually commences with the placement of the child in the home. Foreign adoption may alter the timing.

Compensation During Maternity/Paternity Leave

1. It is recommended that full salary and benefits be granted. Further leave can be negotiated with or without salary.
2. If the maternity leave should extend beyond the intended time due to medical complications, application for disability may be considered.¹ In such case, the church is encouraged to be supportive in every way possible in order that the person not feel pressure to return to work too soon.
3. If a church should encounter financial difficulty in following these or similar guidelines, they are encouraged to consult with the Committee on Ministry.

Adopted by Presbytery 12/02/03
COM Manual 9.1.05

¹ Disability through the Board of Pensions can only begin on the 91st day after the disability is incurred. Those with other insurance plans should consult their carriers for information.