

## Family Medical Leave

Minimum terms of call shall include access of up to 12 weeks of family medical leave per calendar year. Family medical leave shall be accessed for the following reasons: health issues of the pastor, including recovery following birth, or adoption, health issues of the pastor's immediate family (partner, child, parent), foster children residing in the home, and bereavement for the pastor's immediate family (partner, child, parent).

When an installed teaching elder requests family medical leave, the following should be considered:

- **Twelve weeks family medical leave at 100 percent of pro-rated annual salary and full housing allowance.**
- **Full pension and medical benefits shall be continued by the congregation throughout the leave period.**
- **The teaching elder shall be freed from all pastoral duties including funerals, weddings, moderating session and/or congregational meetings.**
- **The session will assume the responsibility and cost of pulpit supply and other substitute pastoral duties during the period of leave. Should the cost of such coverage be prohibitive for a congregation, it may apply for financial assistance from the Presbytery through its Commission on Ministry.**

**Application for parental leave shall be negotiated by the teaching elder with the session at a reasonable time prior to the anticipated arrival of the child. These additional guidelines may be considered in negotiating appropriate leave for families:**

- **Study leave may not be used to extend the leave.**
- **Re-entry may be scheduled on a full-time or part-time basis as agreed upon by pastor and session, with medical approval.**
- **This leave is available each calendar year and the time shall be recorded in the Session minutes.**