

## **PARENTAL LEAVE POLICY CHARLESTON-ATLANTIC PRESBYTERY**

The purpose of the Parental Leave Policy is to provide a guide for councils seeking to provide fair parental leave for their employees\*. Because most churches and presbyteries do not have the number of employees required to be bound by the Family Medical Leave Act, councils are not required by law to provide any leave. However, as the Church, we should seek to provide adequate, even generous, leave for our employees for the birth, adoption, or guardianship of a child so that they can return to the work of the Church with appreciation for the time off, having had sufficient bonding time with their newest family member as well as the required time of healing after a birth. Employing organizations of the Church have the responsibility to “pay our employees fairly and to provide for their welfare as they work among us; to stand by them in trouble and share their joy” (W-4.4006b).

At baptism, “a congregation as a whole, on behalf of the Church universal, assumes responsibility for nurturing the baptized person in the Christian life” (W-2.3013). This responsibility begins with adequately nurturing parents of the one being baptized.

Therefore, the Committee on Ministry of Charleston-Atlantic Presbytery recommends the following policy:

- 1) Full-time and part-time employees are entitled to eight work-weeks of maternity leave or three work-weeks of paternity leave at full pay for the birth, adoption, or guardianship of a child. Two additional work-weeks may also be taken in lieu of two weeks of vacation for that year.
- 2) A 30 day written notice should be given to the immediate supervisor in writing for approval by the appropriate council (Session or Presbytery).
- 3) The leave must be taken directly preceding or within twelve months of the birth or placement of a child.
- 4) Requests for any additional time of parental leave due to extenuating circumstances should be made to the appropriate council for review and approval. Such requests will be treated on a case by case basis.

\*G-3.0106 “Councils higher than the session may provide examples of policies and procedures that may be gathered into advisory handbooks. These examples illumine practices required by the Constitution but left to councils for specific implementation.”