

HUDSON RIVER PRESBYTERY
FAMILY AND MEDICAL LEAVE POLICY
Approved 24 September 2019

The Presbytery of the Hudson River, in honoring that clergy are members of Christ's body, seek to care for them in times of transition in the life of their family. To this end, we have set forth the following in regards to family and medical leave. We offer the reminder that all leave of clergy should be collaborative work between the clergy and session. Guidance may be requested from the Committee on Ministry – especially in the case where leave needs may exceed the minimums listed below.

General Rules for all types of Leave:

1. All these types of leave do not need to be taken concurrently (i.e. parental leave to help adjust to spouse on bed rest and the rest after birth, child needs care for 2-3 days due to illness, one week off for injury and then another later)
2. Vacation time shall not be used as a substitute for any of the following forms of leave. However, vacation time can be used to supplement leave.

A. Examples of Family Leave:

General, but not exhaustive, examples of Family Leave are:

1. pregnancy
2. child rearing
3. placement of a child with a minister for adoption or foster care
4. to care for a child, stepchild, spouse, parent, stepparent, parent-in-law or sibling with a serious health condition
5. bereavement.

B. Parental Leave:

1. Parental leave shall be granted during the appropriate time of pregnancy and following delivery or for any situation that a new child brought into the home, a newly adopted, or recently placed foster child. (This is given without regard to gender of parent)
2. When there is a need for parental leave a written request shall be submitted to the church's clerk of session as well as the chairperson of the Committee on Ministry, at least 30 days prior to the start of the leave. This letter shall include the anticipated date of the beginning of leave as well as the projected date of return.
3. Parental leave shall normally allow for a minimum twelve weeks of paid leave; including all salary, benefits, and BoP dues. Any earned vacation time and compensation, for that calendar year, may be added to the twelve weeks of pregnancy leave, with the concurrence of the session.
4. Arrangements for when to return to work after parental leave will be negotiated with the session.

C. Care giving/Bereavement Leave:

1. Paid bereavement leave; including all salary, benefits, and BoP dues, of up to two weeks including Sundays shall be granted by the session in the case of a death of immediate family (spouse, child, stepchild, parent, parent-in-law,

sibling), keeping in mind that the ones ability to care for others is diminished in a time when he/she is grieving.

2. In addition, two weeks of paid leave; including all salary, benefits, and BoP dues, shall be offered each year to those who are caring for the health needs of an immediate family member.

4. Additional unpaid bereavement or care giving leave may be negotiated with the session. If this leave is granted beyond the guidelines mentioned above, the clerk of session shall notify the Committee on Ministry.

D. Medical Leave:

1. Medical leave of up to 12 weeks paid leave; including all salary, benefits, and BoP dues, shall be offered to those who have been certified by a licensed physician needing time off of work. Full pay and benefits shall be given for a period of such medical recovery.