

Presbytery Staff Personal Leaves of Absence: Sabbaticals, Extended, Military

SABBATICAL LEAVE

Presbytery Staff members who are full-time Teaching Elders, Commissioned Ruling Elders, Certified Christian Educators, and Ruling Elder Executive or Associate Presbyters shall be eligible for sabbatical leave after six (6) consecutive years of service in the same ministry position without having taken an extended absence prior. The recommended length of the sabbatical leave is not less than sixty (60) nor more than (90 days). Eligibility for and length of sabbatical leave does not vest or accumulate. Accrued vacation time and continuing education time may be attached to the sabbatical leave at the council's discretion.

The business needs of Mission Presbytery will take priority over the scheduling of sabbatical leaves for eligible Staff members. Requests will be evaluated by the Personnel Committee and recommendations made to General Council based on a number of factors, including anticipated workload requirements and staffing considerations during the period of the sabbatical.

Sabbatical leaves are granted at full pay of the individual's effective salary. During a sabbatical leave, an employee may not accept paid employment with another employer. Subject to the terms, conditions, and limitations of the applicable plans, Mission Presbytery will continue to provide Board of Pensions benefits for the full period of the sabbatical.

Eligible members taking a sabbatical leave must sign a written agreement obligating them to return to Mission Presbytery for at least one (1) year of employment in the same ministry position following completion of the sabbatical. However, sabbatical leave will not be paid out if the member terminates from employment with Mission Presbytery before becoming eligible. Nor will compensation be paid out in lieu of taking the sabbatical.

EXTENDED LEAVE

1. Medical Leave

The Presbytery provides medical leave of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; and continuing treatment by a health care provider.

Employees in the following employment classifications who have a minimum of twelve (12) months of continuous employment are eligible to request medical leave as described in this policy:

- Regular full-time employees: are normally granted leave for the period of the disability, up to a maximum of six (6) weeks within any twelve (12) month period.

- Regular part-time employees: normally granted leave for the period of the disability, up to a maximum of three (3) weeks within any twelve (12) month period.

Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for a single extension of sixty (60) days.

Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Subject to the terms, conditions, and limitations of the applicable plans, the Presbytery will continue to provide Board of Pension benefits for the full period of the approved medical leave. Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during the approved medical leave period.

Eligible employees should make requests for medical leave to their supervisors at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the Presbytery. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the Presbytery with at least two (2) weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the Presbytery will assume that the employee has resigned.

2. Family Leave

The Presbytery provides family leave of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to:

- a) childbirth
- b) adoption
- c) placement of a foster child; or
- d) care for a child, spouse, or parent with a serious health condition.

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees in the following employment classifications with a minimum of twelve (12) months of continuous employment are eligible to request family leave as described in this policy:

- Regular full-time employees: may request up to a maximum of 6 weeks of family leave within any 12 month period.
- Regular part-time employees: may request up to a maximum of three (3) weeks of family leave within any twelve (12) month period.

Married employee couples may be restricted to a combined total of six (6) weeks leave within any twelve (12) month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than sixty (60) calendar days.

Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Benefit accruals, such as vacation, sick leave, and holiday benefits will continue during the approved family leave period.

Eligible employees should make requests for family leave to their supervisors at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events.

Subject to the terms, conditions, and limitations of the applicable plans, the Presbytery will continue to provide Board of Pension benefits for the full period of the approved family leave.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide Mission Presbytery with at least two (2) weeks advance notice of the date the employee intends to return to work. When family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the Presbytery will assume that the employee has resigned.

3. Maternity/Pregnancy Disability Leave

The Presbytery provides maternity/pregnancy disability leave of absence without pay to eligible employees who are temporarily unable to work due to a disability related to a problematic pregnancy, childbirth, or related medical conditions.

Employees in the following employment classification are eligible to request maternity/pregnancy disability leave as described in this policy:

- Regular full-time employees

Employees are normally granted unpaid leave for the period of the disability, up to a maximum of two (2) weeks within any two (2) month period. Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during the approved maternity/paternity disability leave.

Married employee couples may be restricted to a combined total of six (6) weeks leave within any twelve (12) month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition. pregnancy disability leave period.

Employees will be required to first use any accrued paid leave time before taking unpaid leave during the maternity/pregnancy disability leave period.

Subject to the terms, conditions, and limitations of the applicable plans, the Presbytery will continue to provide health insurance benefits for the full period of the approved maternity/pregnancy disability leave.

Employees should make requests for maternity/pregnancy disability leave to their supervisors at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for maternity/pregnancy disability leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the Presbytery. Employees returning from maternity/pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

So that an employee's return to work can be properly scheduled, an employee on maternity/pregnancy disability leave is requested to provide the Presbytery with at least two (2) weeks advance notice of the date she intends to return to work.

When a maternity/pregnancy disability leave ends, the employee will be reinstated to the same position, unless either the job ceased to exist because of legitimate business reasons or each means of preserving the job would substantially undermine the ability to operate the Presbytery safely and efficiently. If the same position is not available, the employee will be offered a

comparable position in terms of such issues as pay, location, job content, and promotional opportunities.

If an employee fails to report to work promptly at the end of the maternity/pregnancy disability leave, the Presbytery will assume that the employee has resigned.

MILITARY LEAVE

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. The employee may choose to take leave without pay or use any accrued vacation days. Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly work day after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable position depending on the length of military service, in accordance with USERRA. Employees will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

If summoned for active duty by the US Government during a disaster or civil disturbance, leave with pay will be granted for up to five (5) working days.

Contact the Stated Clerk for questions about military leave.