

APPENDIX J: FAMILY LEAVE POLICY

Cherokee Presbytery is committed to a culture that helps our Professional Staff (Ministers of the Word and Sacrament, Certified Christian Educators, and Commissioned Ruling Elders) meet the demands of family and ministry responsibilities and honoring the life that Christ has given us. Offering the option of taking paid time off when they or a family member is sick is not just good for them and their families, it's healthy for the whole of the church. The following policies shall be effective for all Professional Staff who are Installed, Non-Installed and CRE (with a year-long contract), and who serve full-time, part-time, in new calls and current calls.

Parental Leave

Professional Staff shall be granted paid family leave of at least twelve (12) weeks, including, but not limited to, leave for birth of each child, an adoption, or a foster care placement. Full leave to be given in the case of third trimester miscarriage, stillbirth, or infant death.

Family Medical Leave

Professional Staff are eligible to for up to four (4) weeks of paid leave for care of a sick/injured immediate* family member once in a rolling 12-month period. for the leave may be given approval by the Presbytery's Coordinating Team (CT), MTT A request or the Session. For additional time away, see Short- or Long-Term Disability. Additional time off may be authorized by the CT, MTT, Session or immediate supervising committee.

Personal Medical Leave

Professional Staff are eligible for up to 2 weeks of paid leave for medical disability. After 14 days, the pastor shall file under the Board of Pensions Temporary Disability Plan, which will pay 60 percent of effective salary for days 15-90. The church shall pay the balance of 40 percent for days 15-90.

Bereavement Leave

Regular full-time and part-time Professional Staff are eligible for up to two weeks of paid leave following the death of a member of their immediate* family. There is no limit to the number of leaves that may be taken if a Professional Staff member has several immediate* family members pass away in a calendar year. A request for the leave may be given approval by the CT, MTT or the Session. Additional time off may be authorized by the CT, MTT, Session or immediate supervising committee.

**“Immediate family” is defined, in general, as: spouse, child, parent, stepparent, parent-in-law, sibling (including step and half), grandparent, grandchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, and daughter-in-law. Financial assistance for the congregation may be available on a case-by-case basis and all such requests shall be brought to the Ministry Transitions Team.*