

## Personnel Administration

- I. In accordance with the Family and Medical Leave Act of 1993, staff members in agreement with the employer, will be entitled to leave during any 12 month period for any of the following reasons:
  - A. Because of the birth of a child of the staff member and in order to care for such child.
  - B. Because of the placement of a child with the staff member for adoption or foster care.
  - C. In order to care for the spouse, child, or parents of the staff member, in such spouse, child or parent has a serious condition.
- II. The potential family leaves for each group of staff members are as follows:
  - A. Groups A and B 12 weeks unpaid leave with housing and health benefits as indicated in **policy 2.40** with the exception that parents of biological or adopted children will also receive full salary for the first 6 of the 12 weeks.
  - B. Group C and D 12 weeks unpaid leave with health benefits as indicated in **policy 2.40**.
  - C. Group E 12 weeks unpaid leave with no health benefits.
- III. Prior to applying for a period of unpaid family leave, the staff member will be expected to first utilize accrued vacation, personal, and sick leave for the purposes as stated above. When these types of accrued leaves have been exhausted, an eligible staff member may apply for a period of family leave. However, the total amount of leave (paid and unpaid) that the staff member will take should total no more than 12 weeks.
- IV. Service credits and other benefits do not accrue during approved, unpaid family leave.
- V. Leave because of the birth of a child, or because of the placement of a child with a staff member for adoptive or foster care may not be taken on an intermittent or reduced schedule basis, unless the employer and staff member agree.
- VI. Leave for serious health conditions (either of the staff member, or the staff member's spouse, child or parent) generally may be taken intermittently or on a reduced schedule basis when medically necessary.
- VII. Leave taken on an intermittent or reduced schedule basis will reduce the total amount of leave to which the staff member is entitled by the amount of leave actually taken.
- VIII. Staff members must make a reasonable effort to provide advanced notice of leave if possible and to schedule any necessary medical treatments so as not to unduly disrupt the operation of the church.