

Leaves for Ministry Policy (as amended and approved 05-15-2018)

Leaves for Called Ministers

Scioto Valley Presbytery Commission for Church Professionals

All terms of call approved by the Presbytery of Scioto Valley will provide that the church and pastor will adhere to provisions of this policy.

1. Sick Leave

Sick leave is a benefit provided by the congregation for the sole purpose of the minister's self-care or the minister's caring for an immediate family member in a time of illness or medical treatment. "Immediate family" means the minister's spouse, brother, sister, parent, child, step-child, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, any other member of the minister's residential household, or anyone for whom the minister has a custodial relationship. Sick leave is normally to be granted in the amount of ten days annually. A session may choose a larger number of days if it wishes. Ordinarily, unused sick leave does not accrue beyond the end of the calendar year.

During the first year of employment, ministers are authorized sick leave at the rate of two days for the first three months of employment and two days for each of the next four months, to a maximum of ten working days.

Sick days may be pro-rated for ministers serving calls that are less than full-time.

2. Extended Leave - Medical Evaluation and Release

When a minister is unable to work a minimum of ten continuous work days as a result of an extended illness or injury, the minister shall be medically evaluated and asked to provide a written medical evaluation to the clerk of session and the Commission on Church Professionals (CCP). Further, prior to returning to work after an extended illness or injury, the minister will forward a written medical release to the session and CCP.

3. Parental Leave

The addition of children to a family is a gift and blessing of God. In the case of childbearing and child rearing, the church recognizes and agrees to accommodate

the special needs of pastor/parents. In order to foster healthy relationships, ensure adequate recovery from childbirth, and/or provide for bonding with a new child, leave shall be granted to all parents welcoming a new child, and pastoral compensation and all terms of call shall continue. The following specific guidelines will apply:

a. Minimum leave shall be provided as follows:

- Parental Leave: 8 weeks
- Adoptive Parent Leave: 8 weeks
- Foster Parent/New Placement Leave: 2 weeks

b. The need for longer leave shall be upon the recommendation of the physician and shall be subject to the same procedures as apply to extended sick leaves.

c. Sessions will make adequate provisions for the continuation of pastoral functions during the leave period. If this policy creates a hardship for a congregation, they may negotiate with the Commission on Church Professionals for relief.

d. Pastors will inform their sessions and the CCP as early as possible regarding

the need for leave.

e. Childbirth brings risks of complications, unexpected needs, and other uncertainties. It is the duty of the pastor and the session to deal with these issues in an open and caring relationship.

4. Disability

a. Definition:

i. Temporary Disability: According to the Board of Pensions, a minister is considered disabled if he or she is mentally or physically unable to perform his or her regular work duties.

ii. Permanent Disability: After 24 consecutive months of such disability, the member is still considered disabled if, due to physical or mental ability, he or she cannot perform any type of work for which he or she is suited for by education, training, or experience. The Board must certify all member disabilities.

b. Duration:

i. Temporary disability will begin only on the expiration of any sick leave benefits, and will last up to three (3) months at full salary unless otherwise covered.

ii. Permanent Separation for Disability will be in accord with the process provided by the Presbyterian Pension Plan.

1. During the first 90 days of disability, the church or employing organization is required to continue paying your Benefits Plan dues.

2. After 90 days, Plan benefits continue at no cost to the member or employing organization.

iii. As long as you are receiving disability benefits through the Board of Pensions, the minister is eligible for the following:

1. a monthly income benefit

2. continuation of medical benefits

3. continuation of death benefits for member and dependents, and of supplemental death benefits if the minister was participating in that plan immediately before becoming disabled

4. continuation of pension credits if the minister was participating in the Pension Plan immediately before becoming disabled.

5. Leaves of Absence

Leaves of absence are provided under the following circumstances:

a. Jury Duty/Serving as a Witness

i. Ministers serving on jury duty on regularly scheduled work days will be granted paid leave. If called as a witness, leave will be handled in the same way. A minister employee will not be granted leave for serving as a witness in a civil matter in which they have a personal or financial interest or for pursuing or defending their own court case.

b. Funeral Leave

i. In case of death in the immediate family (spouse/significant other, child, parent, sibling, grandparent, parent-in-law; or other relative in the same household) the minister will receive full pay for absence from the day of death up to and including the day after burial. This leave should not exceed four (4) working days.

c. Military Leave

i. If a minister is called or recalled for active duty, the minister is entitled to a leave of absence without pay. Reemployment rights shall correspond with Federal (USERRA) and State regulations.

ii. Continuation of pension and medical benefits will be in accord with the applicable administrative rules of the Board of Pensions.

iii. A minister who is completing compulsory military training by service in the active reserves can use vacation time for such training and receive full salary during that vacation period.

iv. When a minister takes time other than vacation time, the leave is unpaid.

v. Normal allowance for reserve duty will be thirteen (13) working days of unpaid leave. During time of reserve duty, all benefits will be continued.

d. Churches must comply with the Family Medical Leave Act of 2015.

e. Other Leave - A non-compensated leave of absence may be negotiated with minister, the session and the Presbytery's Commission on Church Professionals. Normally such leaves shall not be longer than sixty (60) days.

6. Sabbatical Leave

Sabbatical Leaves are covered by the separate Presbytery policy, "Sabbatical Leaves."