

REVISED DRAFT

FAMILY AND MEDICAL LEAVE POLICY

- 1 In response to Presbytery's action at its November 7, 2009, meeting regarding a
2 Family and Medical Leave policy guided by federal law the Committee on Ministry
3 recommends that the following policy be adopted by the Presbytery:
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- 5 1. This Presbytery Family and Medical policy applies to employed pastors,
6 Commissioned Lay Pastors, and Certified and Associate Certified Educators and is
7 recommended as a format for developing a church's own personnel policy for other
8 staff.
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 - 10 2. Family and Medical Leave entitles the eligible employee to take up to thirteen (13)
11 weeks of leave per year for personal illness or pregnancy, birth, adoption or
12 guardianship of a child; to care for a spouse or an immediate family member (child,
13 sibling, parent, parent-in-law, grandparent or other relative in the same household)
14 with a serious medical condition.
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 - 16 3. The compensation during Family and Medical Leave shall not be less than 60
17 percent of the employee's normal salary. The actual amount is to be negotiated by
18 the Session and the employee. The employee must take all accumulated sick days (if
19 applicable) and negotiate vacation time before being eligible for Family and Medical
20 Leave. Full pension dues and other entitled benefits due shall be paid by the
21 employing church for those thirteen (13) weeks.
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 - 23 4. This policy applies to all churches in the Presbytery of Lake Michigan. If
24 implementing this policy imposes a problem for a particular congregation the
25 Presbytery's Committee On Ministry may be able to help and should be consulted.
26 Congregations are encouraged to develop a Family and Medical Leave Policy for all
27 employees which should not be less than that specified in this policy for pastors,
28 Commission Lay Pastors, and Certified and Associate Certified Educators.
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- 30 Revised draft – Second reading June 8, 2010
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32 COM Family and Medical Leave Policy 5-25-10