

## #5.15

### FAMILY MEDICAL LEAVE

**PURPOSE:** To maintain an ethical and humane work environment by establishing provisions for paid job-protected family leave.

**APPLICATION:** Chapel's family medical leave covers the birth of a child; the care of a newborn child; the adoption of a child; and the care of a spouse, child, parent or grandparent with a serious health condition where the employee is the primary caregiver.

**PROVISIONS:**

1. Provided they have worked for Chapel during the immediate twelve (12) preceding months, full-time employees and "eligible part-time employees" working at least twenty (20) hours per week are permitted to take job-protected family medical leave. The term "employees" includes pastoral, program and support employees. See Policy & Procedure #5.1 (Employee Classifications).
2. Family medical leave is granted for a period of up to four (4) weeks, and can be used in conjunction with up to two (2) weeks of accrued sick or vacation leave (i.e., a maximum of six (6) total weeks of continuous leave). The employee cannot use other compensatory, vacation, or sick leave within one month prior to or after the 6 week leave period. However, if the employee himself or herself is suffering a debilitating medical issue, and has unused compensatory, sick, or vacation leave, such leave may be granted with the approval of the Pastor, Personnel Committee, and the Session.
3. Family medical leave for "eligible part-time employees" is prorated for the purposes of determining paid time based upon the number of hours in the employees' workweek compared to a 40-hour workweek. See paragraph 3 of Policy & Procedure #5.14 (Employee Sick Leave) for a further explanation.
4. This leave is granted only with the understanding that the employee intends to return to work at the end of the leave period.
5. If leave is requested, the employee shall provide medical certification from the appropriate physician. "Serious health condition" covers inpatient care and continuing treatment by a health care provider.
6. For catastrophic events, job-protected unpaid leave in excess of paid leave will be considered on a case-by-case basis. Unpaid leave will not be granted if the employee has unused paid leave available.

**RESPONSIBILITY:** Decisions and follow through regarding paid family medical leave shall generally be the responsibility of the Pastor, in consultation with the Personnel Committee. Decisions regarding unpaid family medical leave shall require the approval of the Pastor, the Personnel Committee, and the Session.

#4.5 renumbered #5.15

Version 6 approved by Session: May 9, 2017