

**LEAVE POLICY**  
**PRESBYTERY OF WEST VIRGINIA**

To be as faithful to its personnel as they are to the congregation, the Presbytery encourages each Session to develop leave policies that are fair to both the individual and to the church. This policy sets forth the minimum amount of leave that each congregation shall provide to its personnel; an individual congregation may choose, through the actions of its Session, to provide more generous leave benefits.

This policy applies to all Teaching Elders, Commissioned Ruling Elders (CRE), Certified Christian Educators and ordained ministers from other denominations who are serving a PC(USA) congregation by virtue of a covenant agreement within the bounds of the Presbytery of West Virginia. This policy applies to those individuals whether they are serving in a part-time or full-time capacity.

**DEFINITIONS**

“**Sick Leave**” is defined as time off work due to an individual’s illness or injury **or** due to the illness or injury of a dependent or spouse of the covenanted individual. Sick leave is not a substitute or an addition to vacation time.

Included within the definition of the term “**illness or injury**” is physical illness or injury, dental issues, optical issues, psychiatric or psychological issues.

**PAID SICK LEAVE**

At the beginning of each calendar year of service, a congregation shall credit twelve (12) days of Sick Leave to each Teaching Elder, CRE, Certified Christian Educator or ordained minister from another denomination who is in covenant to serve their congregation.

Persons who enter into a covenant for service after the beginning of a calendar year shall be credited at the time of the commencement of their covenant with a proportionate amount of sick leave.

At the time of the termination of a covenant the Teaching Elder, CRE, Certified Christian Educator or minister from another denomination shall have no claim for pay in lieu of unused Sick Leave.

**ACCRUAL OF SICK LEAVE**

Unused Sick Leave may be accrued up to a maximum of thirty (30) days.

**EXTENDED LEAVE POLICY**

If an eligible individual’s situation requires the use of more than thirty days of sick leave or whatever

balance of sick leave the individual had accrued, the individual shall attempt to negotiate the situation with the Session of the congregation. There is nothing in this policy that would require or prohibit a Session from making arrangements that are more generous than the minimums stated in this policy.

The purpose of this policy is to provide for the needs of the congregation, as well as the pastor, during times when he or she is not able to carry out normal responsibilities. These should be considered minimum requirements. This policy shall be a part of the terms of call in all pastoral relationships within the Presbytery.

When requested by the individual and after appropriate certification of special need by the individual's treating physician, a Session shall grant a Family/Extended Leave, either part-time or full-time up to six months.

If the Family/Extended Leave is needed because the pastor is injured or ill and the leave extends beyond thirty (30) days, the pastor may begin the process of claiming any applicable disability benefits.

The first three months of leave time shall be paid at 75% of monthly salary and 25% of monthly travel allowance. Pension, Major Medical payments, and housing allowance shall continue at 100% of the annual terms of call.

The second three months shall be unpaid leave time with no salary or travel allowance paid. However, Pension, Major Medical payments, and housing allowance shall continue at 100% of the annual terms of call.

For a three-month period of leave time taken, the minister shall give up one week of paid vacation. For a six-month leave, the minister shall give up two weeks of paid vacation and one week of paid study or continuing education leave.

Upon completion of leave time, the minister shall return to his or her position. The position shall not be filled during the leave, except on a temporary basis.

In the event that the individual's treating physician determines that the individual is unable to resume his or her normal duties and work schedule, consideration should be given to whether the duties can be performed through an accommodation. However, if the individual's treating physician determines that the person is unable to substantially perform the duties of this position, with or without appropriate accommodation, the Session will provide salary and benefits in full or until the Board of Pensions extended medical coverage begins on the ninety-first day of illness or disability. Any remaining personal days/sick days are lost.

### **PARENTAL LEAVE POLICY**

Two (2) months of parental leave with full pay and benefits, excluding travel expenses or allowance, shall be provided to each eligible Teaching Elder, Commissioned Ruling Elder, or Certified Christian Educator in covenant with a congregation.

If possible, thirty days advance notice of the use of parental leave shall be given to the Session. Parental leave shall be available to eligible individuals who become parents by adoption or permanent guardianship.