

PEAKS PRESBYTERY

14.08 LEAVE OF ABSENCE WITH PAY

Leaves of absence, with pay, are provided under the following circumstances:

- a. For jury duty (up to two weeks annually; in exceptional cases the General Presbyter may grant additional leave of absence with pay for jury duty). When an employee serves as a juror the presbytery will make up the difference between what the employee receives from the government and what the employee normally earns during that period of time.
- b. For marriage of an employee who has one or more years of credited service with the Presbytery (up to three days).
- c. For personal or family emergencies or for other personal business which cannot be cared for outside of working hours (up to three days annually).
- d. In case of death in the immediate family (husband, wife, parent, parent-in-law, child, brother, sister, grandparent) the employee will receive full pay for absence from the day of death up to and including day after burial. This leave should not exceed four working days. Time lost to attend a funeral may be counted as personal or family emergency leave to be arranged in consultation with the General Presbyter.
- e. Adequate time off for voting where election hours and work schedules would work a hardship on employees.
- f. When called as a witness in legal proceedings.
- g. When called to active military duty. This will be considered a special situation and will be managed by the Office and Personnel Work Group in partnership with the General Presbyter (or designate). The Office and Personnel Work Group will make recommendations to the Division of Administration and when appropriate to Presbytery.

14.09 PARENTAL LEAVE

In addition to other benefits, an employee is entitled to parental leave in the period immediately preceding and following the arrival (birth, adoption or guardianship) of a child as follows:

- a. The employee should normally apply for the leave at least one month in advance of the expected arrival of the child, specifying the amount of leave time desired.
- b. The leave may be for up to six months. The leave may include a period in advance of the expected arrival of the child, and some may be taken after the child has arrived. The leave normally should be unbroken except for any periods of absence due to medical reasons.

c. The first two months of the parental leave will be paid at the rate of seventy-five percent of the employee's salary. Alternatively, employees may choose to take the first three months at sixty percent of their annual pay. Any approved leave beyond the employer's reimbursement period will be leave without pay.

d. Benefit coverage (except vacation and sick leave accrual) and service credit will continue during the entire leave, with the cost of benefits paid by the Presbytery.

e. If both parents are on the same payroll, only one parental leave can be granted. However, leave may be shared by the two parents.

f. Upon completion of parental leave, the employee will be entitled to return to his or her position. The position will not be filled during the leave except on a temporary basis. If the employer deems it necessary for business reasons, properly documented to the Office and Personnel Work Group or General Presbyter, the employer may offer a different but comparable position to the employee returning from parental leave, which the employee will be free to accept or decline without prejudice. If the position left by the employee has ceased to exist, a comparable position will be offered to the employee at the same or greater salary, if available.

g. Any salary increase action for which the employee may become eligible in the course of the leave will be effective on return to employment. (Refer to salary Administration Policy for specific rules.)

14.10 LEAVE OF ABSENCE WITHOUT PAY

Short term leaves of absence (up to two months) without pay may be granted by the General Presbyter.

Longer term leaves without pay may be for a maximum of six months subject to renewal no more than once. Longer term leaves of absence in extraordinary circumstances may be granted by the General Presbyter in consultation with the Office and Personnel Work Group.

Approval of a leave of absence will be based upon the reason an employee is requesting a leave of absence, the amount of time requested, the employee's performance and the need to retain the employee on the job.

Pension dues, annuity contributions and health insurance will not be paid by the employer for any leave of absence without pay which exceeds four weeks but these payments may be made by the employee in accordance with the terms of the applicable plans.

a.. 14.11 COMPENSATORY TIME

Compensatory time (Comp time) may be accumulated by non-exempt employees who are requested by their supervisor to work longer than their scheduled hours. Employees may take the time-off, hour-for hour at a later date.

Approval for accumulation and usage of Comp time must be obtained from the employee's supervisor in consultation with his/her colleagues.

Accurate record keeping is essential. Comp time accumulated and used must be adequately documented and provided to the Bookkeeper to ensure that proper payroll accounting is maintained

Non-exempt employees may accumulate up to twelve hours week of Comp time during any pay period, but the hours will not carry forward to the next pay period.

Employees are urged to use discretion in the request for usage of Comp time (e.g. Comp time and overtime in the same week should be avoided if at all possible)

14.12 OVER-TIME COMPENSATION

When requested by his/her supervisor to work beyond a weekly hourly expectation, a non-exempt employee is eligible to claim over-time compensation of one and a half times his/her hourly salary.

Accurate record keeping is essential. Over-time accumulated must be claimed and adequately documented to the Bookkeeper to ensure that proper payroll accounting is maintained.

A voucher for over-time compensation will be submitted to and signed by the supervisor of any non-exempt employee claims.