

Susquehanna Valley Presbytery

20.13 13. Leaves of Absence With, Without or Reduced Pay

a. Maternity Leave. A person employed by the Presbytery for at least a year may have up to four months of maternity leave with reduced pay. Application must be made and approved six weeks before the leave begins. Compensation will be at 50% of normal salary, except the first week will be at 100%. This arrangement can be adjusted to 100% of normal salary for eight weeks. Benefits from the New York State Disability Benefits insurance will also be payable for maternity after a one week waiting period. Pension and benefits for the time of leave will be paid by the Presbytery on the reduced salary base. Upon return every effort will be made to place the employee in a position with like seniority and status if it is not possible to hold open the identical position.

b. Paternity Leave. A person employed by the Presbytery for at least a year may have up to one-month paternity leave with reduced pay. Application must be made and approved six weeks before the leave begins. Compensation will be at 50% of normal salary. Pension and benefits for the time of leave will be paid by the Presbytery on the reduced salary base. This arrangement can be adjusted to 100 % of normal salary for two weeks.

c. Military Leave. A person employed by the Presbytery for at least three months may have leave without pay for required military service. Upon return, after normal required length of service, every effort will be made to place the employee in a position with like seniority and status and salary.

d. Other Leave. A person employed by the Presbytery may have leave without pay for other personal reasons such as extended maternity leave, family responsibilities, etc. Extended leaves may be granted at the discretion of the Executive Presbyter and the Personnel Committee. Pension dues, annuity contributions, health insurance will not be paid by the Presbytery for any such extended leave.

A request for a leave of absence is to be submitted by the employee, in writing, for review and approval by the Executive Presbyter.