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# Homestead Presbytery Lincoln NE

Draft 11/11/99

## PROPOSED GUIDELINES FOR PASTORAL SICKNESS, MATERNITY/PATERNITY, FAMILY EMERGENCY AND LONG-TERM LEAVE OF ABSENCE

The Committee on Ministry of Homestead Presbytery has been encouraged for some years to propose to its congregations and ministers some guidelines for LEAVE OF ABSENCE due to personal sickness, birth or adoption of a child, family emergency, or other long-term circumstances.

The following guidelines are proposed:

### SICK LEAVE

1. Definition—When a minister is incapable of performing the functions of ministry and is normally under medical care.
2. Terms—14 days within a calendar year with full salary, housing and pension benefits, which can be accumulated up to 42 days. Business and travel allowances, as well as other reimbursable ministry expenses would not be payable during sick leave. The Session assumes the responsibility and cost of supplying the pulpit.
3. Application—Notice shall be given by the pastor to the Clerk of Session with a copy to the Committee on Ministry as soon as sick leave is needed, at which time the terms would become applicable.

### MATERNITY LEAVE

1. Definition—When a female minister is to give birth or adopt a child.
2. Terms—
  - a. Leave conditions will apply at the time of birth or adoption. (See above.)
  - b. Beyond the Sick Leave terms, when the minister chooses to remain home to care for her child, one of the following options may be negotiated:
    - i. 45 days at 100% of annual salary and full housing allowance, or
    - ii. 60 days at 75% of annual salary and full housing allowance, or
    - iii. 90 days at 60% of annual salary and full housing allowance.
  - c. Pension and medical benefits shall be continued by the congregation at the salary and allowance level for the Maternity Leave period.
  - d. During the leave, the minister shall be freed from all pastoral duties including funerals, weddings, moderating session meetings, calling and leading worship.
  - e. The Session assumes the responsibility and cost of supplying the pulpit.
3. Application—Application for Maternity/Adoption Leave should be negotiated by the minister with the Session a reasonable time before the anticipated arrival of the infant.

### PATERNITY LEAVE

1. Definition—When a male minister's wife is to give birth or they adopt a child, and he chooses to remain home to care for his family.
2. Terms—
  - a. If the wife is under a doctor's care, bedridden or in a hospital as a result of the birth, Sick Leave conditions shall apply for the minister.
  - b. Beyond the Sick Leave conditions, one of the following options may be negotiated with the Session:
    - i. 7 days at 100% of salary and full housing allowance or
    - ii. 14 days at 75% of salary and full housing allowance or
    - iii. 21 days at 60 % of salary and full housing allowance.
  - c. Pension and medical benefits shall be continued by the congregations at the salary and allowance level for the Paternity Leave.
  - d. During the leave, the minister shall be freed from all pastoral duties including funerals, weddings, moderating session meetings, calling and leading worship.
  - e. The Session assumes the responsibility and cost of supplying the pulpit.
3. Application—Application for Paternity Leave will be negotiated by the minister with the Session a reasonable time before the anticipated arrival of the infant.

### FAMILY EMERGENCY LEAVE

1. Definition—When a sudden emergency arises within the minister's immediate family which requires his/her presence, rendering the minister unable to perform the functions of ministry for an indefinite period of time.
2. Terms—
  - a. Sick Leave conditions shall apply while the minister is incapable of performing the functions of a minister.
  - b. Beyond the Sick Leave terms, one of the Paternity Leave options may be negotiated with the Session.
  - c. During the leave, the minister shall be freed from all pastoral duties including funerals, weddings, moderating session meetings, calling and leading worship.
  - d. The Session assumes the responsibility and cost of supplying the pulpit.
3. Application—Application for Family Emergency Leave of less than 7 days will be through the Clerk of Session, while longer leave requires negotiation with the Session.

### LONG-TERM LEAVE

Definition—When conditions with the minister or Session do not fit the above conditions, terms, and/or circumstances or go beyond the time limits of the above pastoral leaves of absence, the Committee on Ministry shall negotiate with the minister and Session on a case-by-case basis upon the application of the minister or Session.

## Angela Lucear - Help Please

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**From:** Angela Lucear  
**To:** pby.homestead.ep@pcusa.org  
**Subject:** Help Please

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I am Angela Lucear in the Governing Body Relations office in Louisville. I am looking for a copy of a policy you have entitled "Proposed Guidelines for Pastoral Sickness, Maternity/Paternity, Family Emergency and Long-Term Leave of Absence." The version I have is dated 11/11/99. Is there a more updated copy and can it be sent to me electronically? Thanks

My number, if you need to talk to me, is 888.728.7228 x 5428. Thanks