



**PRESBYTERY OF NORTH CENTRAL IOWA**  
**COMMITTEE ON MINISTRY (COM)**  
**Family and Medical Leave Policy**

**Section 1 – Foundation**

The Presbytery of North Central Iowa recognizes the importance of adequate consideration for family needs and sufficient convalescence during times of illness. In order to enhance the covenant relationship between a professional staff member and his or her particular church, a Family and Medical Leave Policy is established to be used when a professional staff member is unable to carry out his or her responsibilities. The policy contains minimum guidelines for particular churches to follow, and recommends each Session to establish its own policy relating to family and medical leave. A Session may make more generous arrangements, but may not enact a policy that does not meet the requirements outlined in the Presbytery Family and Medical Leave Policy.

**Section 2 – Definitions**

As used in this policy:

“COM” means the Committee on Ministry.

“Compensation” means salary, housing allowance, health benefits, pension benefits, child care, contributions to qualified retirement and investment plans, and medical reimbursement expenses.

“Particular church” means the organization, ministry, and government of a congregation as defined by the *Book of Order* (G-7.0101, G-7.0102, and G-7.0103).

“Presbytery” means the Presbytery of North Central Iowa.

“Professional staff member” means and includes the following:

- a. Pastor or Associate Pastor, as defined by the *Book of Order* (G-14.0511 and G-14.0512);
- b. Commissioned Lay Pastor, as defined by the *Book of Order* (G-14.0560);
- c. Persons Called to Certified Ministry, as defined by the *Book of Order* (G-14.0710 and G-14.0740);
- d. Persons employed by a congregation, full-time or part-time, in a capacity related to one or more of the following: campus ministry, Christian education, family ministry, music, pastoral care, youth ministry, or other ministry designated by the Session.

**Section 3 – Components**

1. Family Leave encompasses the following:

- a. leave of absence taken by a professional staff member following the birth of a child;

- b. leave of absence taken by a professional staff member following the arrival of an adopted child;
  - c. leave of absence taken by a professional staff member due to a condition or illness (physical or mental) or accident occurring to a spouse, child, or parent of a professional staff member.
2. Medical Leave is leave of absence taken by a professional staff member due to a condition or illness (physical or mental) or accident occurring to the professional staff member.
3. Family Leave and Medical Leave may each be up to eight weeks, with all compensation continuing to be provided in full during the entire period of leave.
4. A request by a professional staff member for leave must be submitted to the Session for approval. Should there be circumstances in which a question arises concerning the necessity of the leave, the professional staff member should provide certification to the Session from the appropriate physician or mental health practitioner. If the necessity of the leave remains in question after certification from a physician or mental health practitioner has been submitted, the Session shall consult with COM, which will advise the Session on the request for leave.
5. If the amount of leave time needs to be extended, the duration of the extended leave will be agreed upon between the professional staff member and the Session. During the period of time when a leave is extended beyond eight weeks, a professional staff member's salary will be paid an amount agreed upon between the professional staff member and the Session. The professional staff member's housing allowance, health benefits, pension benefits, child care, contributions to qualified retirement and investment plans, and medical reimbursement expenses will continue to be paid in full during the entire period of the leave. The professional staff member and the Session shall consult with the Board of Pensions of the Presbyterian Church (U.S.A.) to ensure compliance with all requirements regarding compensation during the period of the extended leave.
6. Upon completion of leave, the professional staff member will be entitled to return to his or her position. The position will not be filled during the leave except on a temporary basis.
7. A professional staff member taking Medical Leave should provide certification to the Session from the appropriate physician or mental health practitioner that releases the professional staff member to return to work.

#### **Section 4 – Guidelines for Implementation**

1. The Family and Medical Leave Policy will apply to all professional staff members and will be effective upon adoption. It shall abolish and replace the Medical Leave Policy that was adopted in 1988 (please see page 3 for the text of the Medical Leave Policy).
2. Particular churches will be requested to undertake one of the following:
  - a. comport their existing policies with the Presbytery's Family and Medical Leave Policy;

- b. if a family and medical leave policy is not in place, to establish one consistent with the Presbytery's requirements.
3. COM will review the family and medical leave policies of particular churches annually and will encourage churches to include the policies in their Church Information Forms (CIFs).
4. When examining Ministers of the Word and Sacrament, Candidates for the Ministry of the Word and Sacrament, and Eligible Lay Pastors (ELPs) being extended a call, COM will inquire if the Minister, Candidate, or ELP has been informed of the family and medical leave policy at the particular church where he or she is applying.
5. In situations where a Commissioned Lay Pastor (CLP) is being extended a call by a particular church other than the one he or she is currently serving, COM shall inquire if the CLP has been informed of the family and medical leave policy at the particular church where the CLP is applying.

In 1988, the Presbytery approved the following Medical Leave Policy:

A pastor who is experiencing a medical condition, which renders him/her unable to perform his/her duties, be granted leave with pay until such time as the pastor's physician releases the pastor to return to work.

The following salary schedule shall apply:

- a. up to 8 weeks medical leave at full salary;
- b. from 8 weeks up to 90 days medical leave at a minimum of 75% per salary;
- c. after 90 days, the disability provisions of the pension plan go into effect.

A woman experiencing pregnancy be granted six weeks of leave with pay (two additional weeks in case of caesarean delivery), to be taken in successive weeks at the time of delivery.

A "medical condition" shall include, but is not limited to, heart attack, stroke, major surgery, pregnancy, mental or emotional illness.