



POLICY HANDBOOK

POLICY NUMBER: 5

TITLE: Maternity/Paternity Leave (Amended)

DATE APPROVED BY DIOCESAN COUNCIL: AUGUST 27, 2010

1. An employee who has been employed by the church for one full year and is the designated "primary child-care parent" is entitled to leave for the birth or adoption of a child for up to eight weeks with pay. Up to eight additional weeks may be taken without pay. The employee may elect to use vacation leave during this latter period.
2. An employee who has been employed by the church for one full year and is the "non-primary care parent" is entitled to leave for the birth or adoption of a child for up to two weeks with pay and up to ten additional weeks without pay. The employee may elect to use vacation leave during this latter period.
3. An employee not employed by the church for one full year is entitled to the same numbers of weeks leave. Pay during this period is at the employer's discretion.