

JOHN KNOX PRESBYTERY

A POLICY REGARDING SICK LEAVE AND FAMILY LEAVE FOR TEACHING ELDERS

SICK LEAVE

In cases of long-term, severe illness (mental or physical), injury, or disability, appropriate verification of the medical condition shall be presented to the session of the church in which the teaching elder is presently serving and to the Committee on Ministry (COM) of John Knox Presbytery. When appropriate verification of the medical condition is received and approved by the session, the church in which the teaching elder is presently serving will be responsible for 100% continuation of salary and benefits for a period up to, but not to exceed, 90 days. After this 90 day period, the Board of Pensions of the Presbyterian Church (U.S.A.) will assume coverage if necessary.

During the same period in which the teaching elder is unable to carry out her/his responsibilities, John Knox Presbytery, through the COM, shall be in consultation with the session and the teaching elder as to the present situations and the ongoing relationship of the church and the teaching elder.

If requested by the session of the church, and upon receipt of the appropriate verification of the medical condition of the teaching elder presently serving the church, John Knox Presbytery, through the COM, may offer financial support to the church for the following expenses: Sunday pulpit supply, arrangements for pastoral care of members, and a moderator for session and/or congregational meetings. Financial support for the church shall be extended for the same time period granted for the sick leave: up to, but not exceeding, 90 days.

FAMILY LEAVE

In addition to other benefits, a Teaching Elder in John Knox Presbytery is entitled to specified periods for family leave. When requested by the teaching elder, after appropriate verification, and the approval of the session (or appropriate calling body), a church of John Knox Presbytery shall grant a period of family leave for the teaching elder. These time periods for family leave are minimum time periods. The teaching elder and the session (or appropriate calling body), after consultation with each other and with the COM, can grant more time than the minimum period. The family leave time (listed below) is intended to be an annual benefit, not to be accrued for more than one year.

Maternity Leave	6 weeks
Paternity Leave.....	1 week
Adoptive Leave	2 weeks
Serious health condition, illness of a child, spouse or parent	2 weeks
Death of an immediate family member	3 days

During this family leave time period, John Knox Presbytery, through the COM, shall be in consultation with the session (or appropriate calling body) and the teaching elder as to the present situations and the ongoing relationship of the church and teaching elder.

If requested by the session of the church (or appropriate calling body), and upon receipt of the appropriate verification of the medical circumstances justifying such need of the teaching elder presently serving the church or family member of the teaching elder, John Knox Presbytery, through the COM may offer financial support to the church for the following expenses: Sunday pulpit supply, arrangements for pastoral care of members, and a moderator for session and/or congregational meetings. Financial support for the church would be extended for the same time period granted for the family leave: up to, but not exceeding, the time granted by the session (or appropriate calling body) for family leave.