Parental Leave Policy 

Adopted by Session on 12.01.22

**Who is eligible:**

1. Full-time (30 hours per week or more) employees whose household experiences one of the following are eligible for leave, with full pay less any disability payments, for the following reasons:
2. Live birth of a child.
3. The placement of a child in the employee’s home for adoption or foster care.
4. Temporary full-time employees are not eligible for this benefit.

**Requesting the leave:**

1. Employees will inform their Supervisor and the HR Department in writing of their intent to access this benefit with at least 30 days’ notice if the leave is foreseeable.
2. The written notice should include the timeframe of the intended leave and the employee’s signature, and must be signed by the supervisor before being submitted to HR.
3. In the case of a live physical birth, a doctor’s note authorizing the beginning of the leave is required to substantiate a disability claim.
4. In the case of an adoption or foster care placement, a copy of the formal documentation placing the child in the employee’s care is also required.

**Length of the leave:**

1. For a live physical birth:
2. Female employees’ pay will be maintained for up to eight weeks from the date the leave begins.
3. Male employees’ pay will be maintained for up to four weeks from the date of the physical birth.
4. If both parents are employees, only one may access the paid benefits of this policy, however both continue to be entitled to California Family Medical Leave Act if they qualify.
5. For placement for adoption or foster care:
6. Eligible employees’ pay will be maintained for up to four weeks from the date the child is placed in the home. This benefit may be accessed once in any two-year period.
7. It is expected that parental leave will be taken as a block of time rather than split into smaller periods. Any exceptions must be requested in writing to HR and approved by the Personnel Team.
8. Following the leave, the employee may request they return to work on a part-time basis for two additional weeks, with part-time pay, to ease back into work.
9. If further time is needed, the employee may request an extended personal leave of absence, either unpaid or by using accrued sick time, to be requested in writing and approved by the Personnel Team.

**How pay is maintained during the leave:**

1. Employees will be paid bi-weekly on regularly scheduled pay days for the preceding two-week pay period.
2. Employees will be paid 100% of their rate for the leave period, less any disability payments for the same period.
3. The church pays a premium for Short and Long-Term Disability Insurance not offered through the State of California to non-profit, religious organizations. Female employees having a live birth are required to apply for this benefit through the church’s insurance company.
4. Pregnancy-related disability usually lasts six weeks but can be extended at the doctor’s discretion.
5. The disability claim starts on Day 1 of the leave, but there is a two-week elimination period where no disability benefits are paid out. The church will pay 100% of the employee’s pay during this period.
6. Disability payments begin on Week 3 and cover 60% of the employee’s pay. The church will pay 40% of the employee’s pay starting on Week 3 and extending until the doctor releases the employee and they are no longer on disability, or Week 8 when the benefit term ends, whichever occurs first.
7. The church will pay 100% of the employee’s pay after disability pay ends (usually after Week 6 for a standard birth recovery,) through Week 8.
8. Pay will be calculated using the contracted hourly or salaried rate and regularly scheduled hours for that employee. No sick or vacation time will be paid out unless the leave exceeds the length, and the employee has accrued sick or vacation hours and requests they be paid out in order to make their pay whole.
9. Should the employee separate, no unused leave will be paid out after the separation date.