

# **FAMILY LEAVE GUIDELINES FOR DES MOINES PRESBYTERY**

## **Maternity Leave Recommendation**

In addition to other benefits, a minister is entitled to maternity leave in the period immediately preceding and/or following the arrival (birth, adoption, or guardianship) of a child as follows:

- a. The minister should normally apply for the leave at least one month in advance of the expected arrival of the child, specifying the amount of leave time desired.
- b. The leave can be for up to six months. The leave may include a period in advance of the expected arrival of the child, and some may be taken after the child has arrived. The leave normally should be unbroken except for any periods of absence due to medical reasons.
- c. The first six weeks will be at full pay. Additional compensated leave may be negotiated between the pastor and the church.
- d. Benefit coverage will continue during the entire leave, with the cost of benefits paid by the church.
- e. Upon completion of maternity leave, the minister will be entitled to return to her position. The position will not be filled during the leave except on a temporary basis.

## **Paternity Leave Recommendation**

In addition to other benefits, a minister is entitled to paternity leave in the period immediately preceding and/or following the arrival . (birth, adoption, or guardianship) of a child as follows:

- a. The minister should normally apply for the leave at least one month in advance of the expected arrival of the child, specifying the amount of leave time desired.
- b. The paternity leave shall be for two weeks at full
- c. Benefit coverage will continue during the entire leave, with the cost of benefits paid by the church.
- d. Upon completion of paternity leave, the minister will be entitled to return to his position. The position will not be filled during the leave except on a temporary basis.

## **Family Leave Recommendation**

Because of our church's commitment to family caring and recognizing that each of us is involved in a lifetime of meeting family needs, we recommend a "Family Leave policy" beyond vacation to be used for whatever family reasons, be it crisis or celebration. Let this be three days per year, non-accumulative.

Approved by the 384th Stated Meeting, March 18, 1989