

# **Presbytery of San José**

## **POLICY: FAMILY CARE LEAVE**

### **Policy Statement**

The Presbytery of San Jose requires that congregations provide family care leave for pastors.

### **Rationale**

Upon installation, the congregation promises to provide for the pastor's welfare; to stand by him/her in trouble and share his/her joys. ([G14.0510(3)])

### **Committee on Ministry Responsibilities**

COM shall ensure that each church personnel committee, session and pastor is aware of the policy and provide the necessary guidance for implementing the policy.

### **Minister Responsibilities**

The pastor shall inform the session of the request for family care leave as soon as possible. The request should be at least 30 days prior to start of the leave.

The pastor is responsible to work with the session to ensure provision for necessary pastoral services during the leave.

### **Session Responsibilities**

The session of the church shall work with the pastor in accordance with the policy in granting the leave and providing for necessary pastoral services.

### **Additional Responsibilities/Information**

Family care leave shall include the birth, adoption, or serious illness of the pastor's child. It also shall provide for a serious health condition of a pastor's parent(s) or spouse, and may include other family members as agreed upon by the pastor and the session.

Pastors with one year's service in the current call may be granted a family care leave without pay for up to four months in any 24-month period.

When the pastor has taken the maximum amount (four months) of maternity leave, family care leave is limited to one month. See Medical Leave Policy.

Family care leave will not be granted when the pastor's spouse currently is on family care leave.

Presbytery pension, including health and dental insurance, will remain in effect during the family care leave.

Pastors on a family care leave of up to four months will be returned to the same or an equivalent position.