

MEDICAL LEAVE OF ABSENCE

I. Policy Statement

The Presbytery of San Jose requires that medical leave of absence be granted to pastors while under the care of their physicians. This shall be for a period of 8 weeks minimum up to 12 weeks, negotiable between the pastor and the session.

II. Rationale

Upon installation, the congregation promises to provide for the pastor's welfare and to stand by him/her in trouble.

III. Responsibilities

A. Committee on Ministry (COM) Responsibilities

COM shall assist the pastor and the church, ensuring that the pastor while under physician's care receives the necessary time for recuperation and rehabilitation, and that the church receives the necessary support during the pastor's absence.

B. Minister Responsibilities

The pastor shall inform the session as soon as possible of the anticipated medical leave to allow time to find an interim or to transfer duties during the leave period.

C. Session Responsibilities

The session of the church shall work with the pastor to ensure a smooth transition during the pastor's medical leave.

D. Additional Responsibilities/Information

A pastor may request up to 90 days of medical leave with full salary and benefits to be paid by the church.

Medical leaves of absence will be granted upon submission of a supporting medical statement from the attending physician.

All pension benefits including medical, dental and disability insurance will remain in force for the duration of the medical leave. Vacation, sick leave and holiday benefits will terminate on the last day of active employment.

Pastors, while under physician's care, on medical leave of up to four months for pregnancy, maternity or medical conditions related to childbirth are entitled to the same or an equivalent position upon return from the medical leave.