

Family and Medical Leave Policy

(Adopted by Council of Trustees November 12, 1996,
and amended March 21, 2000, and April 19, 2005)

1. Full-time lay and ordained employees of the diocese who have accumulated at least 12 months of service, or worked at least 1,250 hours over the previous 12 month period, are entitled to up to eight weeks of family leave in order to accommodate the birth or arrival of a child into the home for purposes of adoption, to personally receive care for a serious health condition, or to care for a family member* who has a serious health condition**. (*Spouse, child, parent for whom the employee has primary care responsibilities. **A physical or mental illness, injury or impairment serious enough to require hospitalization, hospice, or medical care facility stay; treatment/supervision of a health care provider; or continuous treatment for a chronic, long term health disorder - e.g. Alzheimer's, severe stroke, stages of a disease, extreme severe arthritis, etc.). Employees shall provide a supporting statement from their primary physician.
2. Employees desiring family leave for purposes of birth or adoption should file a request with the Bishop at least 90 days prior to the proposed beginning of the leave to allow adequate pastoral care for the affected position to be developed or coverage of job assignments to be arranged. Prior to the commencement of the leave, agreement concerning the manner in which the employee's responsibilities will be handled during the leave will be reached and a written statement describing the arrangements entered in the individual's office employment records. Leaves for other eligible medical purposes may use the above procedures as needed.
3. The individual's employment status with the diocese will remain unchanged during the leave period. If during the leave the employee decides to resign from the position, a minimum of 30 days notice is required to receive full compensation up to the termination date.
4. The employee's compensation will be maintained throughout the approved leave period. If the leave period crosses more than one budgetary year, the employee will remain eligible for any routine salary adjustments applicable at the start of the new budget cycle.
5. Approved leave of up to eight weeks will be considered as an uninterrupted appointment for pension purposes, and the diocesan employee's insurance plan will remain in force.
6. Employees who are enrolled in the hospitalization and major medical insurance programs of the diocese may elect family coverage for themselves and dependents. The diocese will not assume responsibility for hospitalization and major medical insurance premiums for spouses or family members who are covered by hospitalization and medical insurance through other employment.