

EMPLOYEE LEAVE POLICY  
TRINITY PRESBYTERIAN CHURCH  
OF INDEPENDENCE, MISSOURI

The following policy is meant to apply to all staff of Trinity Presbyterian Church, ordained and non-ordained, in a spirit of self-care and generosity. In general, the Head of Staff should communicate with the Personnel Committee and Session as necessary, and all other staff should report to the Head of Staff first. Further accommodations may be negotiated with the Head of Staff and/or session as need arises.

**SICK LEAVE**

1. Definition: When a staff person is physically incapable of performing the functions of ministry, and is normally under the care of a physician, and has every expectation of returning to work.
2. Terms: A minimum of 14 days within a calendar year with full salary, housing and pension benefits, when applicable, which can be accumulated up to 42 days within a three-year period. Business and travel allowances as well as other reimbursable ministry expenses would not be payable during sick leave. Additional needs may be negotiable with the Session.
3. Applications: Notice shall be given by the staff person (or a responsible family member) to the Head of Staff, Clerk of Session, or Personnel Committee as soon as sick leave is needed, at which time the terms would become applicable.

**LONG TERM SICK LEAVE**

1. Definition: When the medical prognosis is that the staff person may not be able to return to work for an extended period of time. (More than three months.)
2. Terms: Sick leave days will be deemed to be accumulated at the rate of 30 days a year for three years. Full salary, housing and pension benefits, when applicable, will continue for 90 days or until the disability benefits of the Major Medical Plan of the Board of Pensions takes effect. If the staff person does not receive Board of Pensions, then leave after 30 days will be negotiated with the Head of Staff and Personnel Committee.
3. Applications: Notice shall be given by the staff person (or responsible family member) to the Head of Staff, Clerk of Session, or Personnel Committee as soon as it is determined that disability benefits will be necessary. Notice will also be given to the Board of Pensions when applicable.

## MATERNITY, PATERNITY, AND ADOPTION LEAVE

1. Definition: When a staff person or staff person's spouse is to give birth or adopt a child who is 18-years-old or younger.
2. Terms:
  - a. Up to twelve (12) weeks (for full time staff, not to exceed 60 working days) leave at full salary and housing allowance OR 90 days at 60% salary and housing allowance, if applicable, (for staff persons in the final days of pregnancy, delivery and post-parpartum).
  - b. Travel allowance for teaching elders would be discontinued during the leave to help provide for pulpit supply.
  - c. Vacation and sick leave may be used to supplement the leave at the staff person's discretion.
  - d. If the staff person receives major medical and pension through Trinity, they will be continued by the congregation at the full salary and allowance level for the leave period.
  - e. If the staff person is unable to return to work at the end of the leave agreed upon, the Session, in consultation with the Committee on Ministry, would take action appropriate to the particular situation.
3. Application:
  - a. Maternity, Paternity, and/or Adoption leave shall be negotiated with the Session at least four months before the child's anticipated arrival. Unforeseen circumstances may make adjustments in these plans necessary.
  - b. Maternity, Paternity, and/or Adoption leave shall ordinarily take place in the first year after the child's arrival, as determined by the staff person.

## FAMILY EMERGENCY LEAVE

1. Definition: When a sudden emergency arises with the staff person's immediate family which requires his/her presence, rendering the staff person unable to perform the functions of ministry for an indefinite period of time.
2. Terms:
  - a. Sick leave conditions will apply while the staff person is unable to perform the functions of ministry.
  - b. Long term family illness needs (spouse or child) may be negotiated with the Session with the following suggested guidelines:
    - (1) 45 days at 100% of annual salary and housing allowance OR
    - (2) 60 days at 75% of annual salary and housing allowance OR
    - (3) 90 days at 60 % of annual salary and housing allowance.

3. Applications: Application for the family emergency leave of less than seven days will be through the Head of Staff, Clerk of Session, or Personnel Committee. Longer family emergency leaves require negotiation with the Session.

#### FUNERAL LEAVE

1. Definition: When a staff person or staff person's spouse experiences the death of a family member.
2. Terms: A minimum of 4 days at full salary should be granted to be with other family members. That means, if the death occurs locally, up to four days is appropriate; if the death/funeral/burial is "out of state" or some distance from home, reasonable time for travel at full salary may be added to the four days.
3. Applications: Notice shall be given by the staff person (or a responsible family member) to the Head of Staff, Clerk of Session, or Personnel Committee as soon as funeral leave is needed. It is understood that this may occur "last minute," and that other staff and volunteers will cooperate to make sure the absent staff person's church responsibilities are covered.

#### JURY DUTY

1. Definition: When a staff person is called upon by civic authorities to serve jury duty.
2. Terms:
  - a. All staff persons shall be given time off at full salary for jury duty.
  - b. Proof of time served on jury duty may be requested.
3. Applications: Notice shall be given by the staff person to the Head of Staff, Clerk of Session, or Personnel Committee as soon as possible. It is understood that this may occur "last minute," and that other staff and volunteers will cooperate to make sure the absent staff person's church responsibilities are covered.

#### HOLIDAYS

1. Definition: Federal Holidays on which staff persons are not expected to work and the church office is closed, which are New Year's Day, Birthday of Martin Luther King, Jr., President's Day (Washington's Birthday), Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

2. Terms:
  - a. Federal Holidays and Federally Observed Holidays will be observed at the church for all staff persons as paid holidays. The office will be closed on Holidays.
  - b. If a Holiday falls on a Sunday or major church day (Christmas Eve, Maundy Thursday, Strawberry Festival, etc.), the Head of Staff will determine a suitable day for the church to observe said Holiday. For instance, if Christmas Day were to fall on a Sunday, the church office might be closed the following Monday.
3. Applications: Holidays to be observed by the church as determined by the Head of Staff should be given to the Session at each February meeting for the following twelve month period. The Head of Staff may recommend particular generosity in the Holiday schedule, such as closing the church office both the Thursday of and Friday after Thanksgiving; these extra days will be determined at Session's discretion.

#### INCLEMENT WEATHER LEAVE

1. Definition: When the weather does not permit the safe travel to or from the church, and/or prohibits safe occupancy of the church. Loss of church amenities such as electricity will be considered prohibitory
2. Terms:
  - a. If the Independence School District is closed due to weather, so is the church. All staff persons will be excused with paid leave until the inclement weather subsides.
  - b. If the Independence School District is *not* closed due to weather, the Head of Staff or Session may still determine that the church should be closed due to weather. All staff persons will be excused with paid leave until the inclement weather subsides
  - c. If staff persons are present on the church campus when inclement weather arrives, they shall take all necessary precautions and should encourage other persons in the church to do so as well.
3. Applications:
  - a. As weather concerns come up with often little warning, the Head of Staff will make decisions regarding weather closing on weekdays and will inform Session of those decisions when possible.
  - b. Cancellation of previously scheduled worship services, Session meetings, and congregational meetings must be approved by Session.

#### VACATION

1. Definition: Vacation days given to each staff person as part of compensation, meant to allow for rest and rejuvenation.
2. Terms:
  - a. Each staff person's vacation days will be negotiated as part of their individual compensation. For staff persons who work on Sundays, the number of Sundays which may be taken should be clearly outlined in their contract.
  - b. If a staff person takes several days of vacation in a row (such as a "week off"), days not normally worked shall not count against vacation days. For instance, if a staff person's contracted work week is Sunday through Thursday, then Friday and Saturday will not be counted as vacation time taken.
  - c. Vacation may be used to supplement other types of employee leave. However, all other possible leave times should be granted first, so that each staff person is able to use their vacation time for its intended purpose – rest and rejuvenation.
  - d. As self-care is a responsibility both to one's self and the church, staff persons are encouraged to use all of their vacation days in a given year.
  - e. Vacation time may not roll over to the next year.
3. Applications:
  - a. Notice shall be given by the staff person to the Head of Staff, Clerk of Session, or Personnel Committee no less than two weeks before vacation is to be taken.
  - b. Vacation dates may be denied based on the church calendar. For instance, the pastor may be discouraged from taking vacation over Holy Week and Easter.