

Family Leave Policy

This policy is effective January 1, 2017. It is to be added to all new letters of agreement and hire agreements. It also needs to be added retroactively to existing letters of agreement and hire agreements with existing eligible employees, both clergy and lay. *This policy was adopted by Convention 2016.*

Introduction

All eligible clergy and lay employees of congregations in the Diocese of Olympia are entitled to up to 12 weeks of leave during a 12-month period to care for a newborn or newly-adopted child; to care for a spouse, domestic partner, child or parent with a serious health condition; or for the employee's own serious health condition when they are unable to perform the functions of the job.

1. Parental Leave

Eligible clergy and lay employees are entitled to six (6) weeks of paid leave to care for a newborn or newly-adopted child. Compensation during paid leave will continue at the same rate and hours as agreed in the letter of agreement/hire letter. Employees may choose to extend this time with up to six (6) additional weeks of unpaid leave (during which they may use accrued paid leave benefits, e.g., vacation and/or sick leave). Requests for Parental Leave must be made at least 30 days in advance and must be scheduled to take place within one year of the date of birth or adoption. Parental Leave must be taken as one consecutive leave period and may not be taken on an intermittent or reduced schedule basis, unless authorized by the employer.

2. Pregnancy Disability Leave

Pregnancy Disability Leave will be granted to an employee who is the birthing mother of a child, upon receipt of a physician's certification stating that they are unable to work due to pregnancy. Up to six (6) weeks of the leave will be paid; all remaining leave will be unpaid. Compensation during paid leave will continue at the same rate and hours as agreed in the letter of agreement/hire agreement. During unpaid leave, an employee may choose to use accrued paid leave benefits, e.g., vacation and/or sick leave. If employee is eligible for and has in place short-term disability, employee will be asked to file a short-term disability claim and amounts received will reimburse the employer during the paid portion of this leave. Parental Leave generally begins after Pregnancy Disability Leave ends.

3. Medical Leave

Eligible clergy and lay employees are entitled to up to 12 weeks of unpaid leave for family medical emergencies:

- To recover from or seek treatment for a serious health condition of the employee.
- To care for a family member (spouse, domestic partner, child or parent) with a serious health condition.
- To care for a child (under the age of 18 or an adult child substantially limited by a physical or mental impairment) who suffers from an illness or injury that does not qualify as a serious health condition, but that requires home care.

Requests for Medical Leave must be made at least 14 days in advance, if possible. All due consideration will be given to requests for leave which cannot be made 14 days in advance. Medical certifications may be required to both begin and end employee medical leave. Medical Leave for a serious health condition may be taken on an intermittent or reduced schedule when medically necessary. If an

employee's leave is related to a medical condition which has rendered the employee unable to perform the job, a "fitness for duty" certification from the healthcare provider will be required to return to work.

4. Eligibility

- a. All regular employees who have been employed by a diocesan congregation or the Office of the Bishop for at least one (1) year are eligible for Family Leave.
- b. All genders are equally eligible to receive Family Leave.

5. For all Family Leaves

- a. The 12-month period for determining leave entitlement is calculated from the first day leave is taken looking forward 12-months.
- b. Health insurance benefits will continue during the entire leave at the same level and conditions as if the employee were continuing to work. Employees remain responsible for any premium amounts normally contributed toward their health care coverage, including dependent coverage.
- c. Paid time off (vacation and/or sick leave) will continue to accrue during the paid portion of a leave at the same level as if the employee were continuing to work; accrual will not continue during unpaid portions of family leave.
- d. Sabbatical leave may not be taken in any year in which four (4) weeks or more of Family Leave is taken.
- e. The employer portion of pension contributions will not be made during unpaid leave; employees may make arrangements to continue employee contributions.
- f. Employees on leave are expected to keep the employer posted regarding expected return date.
- g. An employee on leave will return to the same job or one of like status and pay unless the position was eliminated due to reorganization or a reduction in force or other reason unrelated to the leave.