

North Cape Lutheran Church

Policy and Practice No 2-8: Parental Leave

Date Accepted: 6-16-16

Date Revised: _____

Policy Statement:

North Cape Lutheran Church is firmly committed to protecting the rights of expectant mothers and complying with Title VII of the 1964 Civil Rights Act as amended by the Pregnancy Discrimination Act of 1978. Our policy is to treat women affected by pregnancy, childbirth or related medical conditions in the same manner as other employees unable to work because of their physical condition. North Cape Lutheran Church also fully recognizes eligible employees' rights and responsibilities under the Family and Medical Leave Act, applicable state and local family leave laws, and the Americans with Disabilities Act. Our policy is to treat women & men affected the birth of a child, placement of child for adoption or as pre-condition to adoption, or foster care placement equally in all employment aspects, including recruitment, hiring, training, promotion and benefits.

Practice:

Pregnant employees may continue to work until they are certified as unable to work by their physician. At that point, pregnant employees are entitled to receive benefits according to the short-term disability insurance plan. When the employee returns to work, she is entitled to return to the same or equivalent job with no loss of service or other rights or privileges. Should the employee not return to work twelve weeks after childbirth, or when released by her physician, whichever is longer, she will be considered to have voluntarily terminated her employment with North Cape Lutheran Church.

Employees can select the twelve week period within six months of the birth of a child, placement of child for adoption or as pre-condition to adoption, or foster care placement most conducive to their family situation but requires notice in writing and approval by the North Cape Lutheran Board and Senior Pastor. When the employee returns to work, he/she is entitled to return to the same or equivalent job with no loss of service or other rights or privileges. Should the employee not return to work at the end of the twelve week period, he/she will be considered to have voluntarily terminated his/her employment with North Cape Lutheran Church.

A full time employee who has been employed by the church for at least one full year is entitled to leave for the birth of a child, placement of child for adoption or as pre-condition to adoption, or foster care placement for a maximum of six weeks with pay. Up to six additional weeks may be taken without pay. The employee must use vacation leave and sick leave before going on unpaid leave during this latter period.

Full time employees employed by the church for less than one full year are entitled to the same number of weeks leave. Pay during this period is negotiated between the church and the employee and requires formal request in writing for Church Board approval.