

**PRESBYTERY OF LAKE MICHIGAN
COMMITTEE ON MINISTRY
A PRESBYTERY POLICY**

B-08

FAMILY AND MEDICAL LEAVE POLICY

In response to the Presbytery's action at its November 7, 2009, meeting regarding a Family and Medical Leave policy guided by federal law, the Committee on Ministry recommended that a policy be adopted by the Presbytery. The Presbytery amended the policy in 2025 per the action of the 226th General Assembly to change G-2.0804.

1. This Presbytery Family and Medical policy applies to employed pastors, Commissioned Ruling Elders, and Certified and Associate Certified Christian Educators, and is recommended as a format for developing a church's own personnel policy for other staff.
2. Family and Medical Leave entitles the eligible employee to take up to thirteen (13) weeks of leave per year for personal illness or pregnancy, birth, adoption or guardianship of a child; to care for a spouse or an immediate family member (child, sibling, parent, parent-in-law, grandparent or other relative in the same household) with a serious medical condition.
3. Leave accrues and resets on a rolling 12-month (or 52-week period).
4. The compensation during Family and Medical Leave shall not be less than 100 percent of the employee's normal salary and housing. The amount of time for the leave must be negotiated between the employee and the session, and appropriate documentation must be provided prior to the commencement of the leave. The employee must take all accumulated sick days (if applicable) and vacation time before being eligible for Family and Medical Leave. The employing church shall pay full pension dues and other entitled benefits due for those thirteen (13) weeks.
5. This policy applies to all churches in the Presbytery of Lake Michigan. If implementing this policy imposes a problem for a particular congregation, the Presbytery's Committee on Ministry should be consulted to see if any relief is possible. Congregations are encouraged to develop a Family and Medical Leave Policy for all employees, which should not be less than that specified in this policy.