

## 8. ADDITIONAL PERSONAL LEAVE:

In faithfulness to the charge to “rejoice with those who rejoice, weep with those who weep” (Romans 12:15) and in an effort to model compassionate care for families in various seasons of life, New Castle Presbytery makes provision for its pastors to take parental and family leave as needed. Paid Parental/Family Leave is not intended to be a burden but rather a source of joy as congregations/entities encourage pastors to take time for the good of their families. The individual congregation/entity is responsible for the funding and administration of paid Parental/Family leave; however – in the spirit of the connectional church - New Castle Presbytery, through the COMC, will seek to assist congregations who find a pastor’s leave to be a hardship in whatever ways are necessary to make a full leave available – e.g., pulpit supply, pastoral care, financial support.

a. **Parental Leave:** Every parent, regardless of gender and regardless of means of expanding their families, are entitled to parental leave. Every pastor who works twenty (20) or more hours a week, year-round, is granted twelve (12) weeks of parental leave (consecutive or intermittent); while on leave, the pastor shall receive usual salary and all benefits due under approved terms of call, including dues paid to and benefits provided by the Board of Pensions. Any additional leave must be negotiated by the pastor and Session in consultation with the COMC (e.g., using unpaid leave, accrued paid vacation, or the additional “Family Leave” described in 8.b.). Application for, and extent of leave should be submitted through the Session to the COMC at least three (3) months prior to the arrival of the child, to the extent that it is possible. Upon completion of the parental leave, the pastor will be entitled to return to his/her/their position.

b. **Family Leave:** In life-altering circumstances when an immediate family member (spouse/partner, parent, or child) or other relatives residing in the same household requires care due to illness or disability, or in the event of the death of an immediate family member or other relatives residing in the same household, every pastor who works twenty (20) or more hours a week, year-round, is eligible for leave up to three (3) weeks per year (consecutive or intermittent). While on leave, the pastor shall receive usual salary and all benefits due under approved terms of call, including dues paid to and benefits provided by the Board of Pensions. These arrangements (or any additional leave time or modification) are to be negotiated by the pastor and Session in consultation with COMC. The leave time may be extended by using accrued vacation time. Upon completion of the family leave, the pastor will be entitled to return to his/her/their position.