

CHARLOTTE PRESBYTERY GUIDELINES FOR PARENTAL LEAVE

The following guidelines are submitted for approval and use by our congregations and as a policy for Presbytery's staff and office. The actual decision concerning parental leave is at the discretion of the individual session or personnel committee. However, it is hoped these guidelines will be seriously considered.

PARENTAL LEAVE: Parental leave should be considered for a full-time employee in the period immediately preceding and following the arrival (birth, adoption, or guardianship) of a child.

COMPENSATION: The first two (2) months of the parental leave will be at least sixty per cent (60%) of the employee's annual pay, excluding housing which should be continued at 100% where applicable. Alternatively, employees may choose to take the first three (3) months at fifty per cent (50%) of their annual pay.

BENEFITS: Benefit coverage will continue during the entire leave, with the cost of benefits paid by the session.