

PAID PARENTAL LEAVE POLICY

REASON FOR POLICY

The purpose of the policy is to give parents additional flexibility and time to bond with their new child and adjust to their new family situation. Flexibility and family-friendly policies are essential to cultivating an atmosphere where staff can thrive professionally without sacrificing essential family obligations.

STATEMENT OF POLICY

It is the policy of ESUMC to provide up to 8 weeks of Paid Parental Leave to eligible employees. ESUMC's Paid Parental Leave Policy exceeds any legal requirement as at this time there is no legal requirement to provide any Paid Parental Leave.

The effective date of this policy is December 1, 2018.

Paid Paternal Leave runs concurrent to Family Medical Leave (FML) for which an employee is eligible.

I. DEFINITION

Paid Parental Leave (i.e. a paid leave of absence not to exceed 8 weeks), may be taken in conjunction with the birth of an employee's child or the placement of an adopted child within an employee's home, within 6 months of the birth or adoption of a child to the extent an employee is eligible for it. Additional unpaid FML may be available as described in Section III below.

An exception to this policy may be requested, in writing by an employee, for a situation not covered by the policy. Exceptions to this policy may be granted by ESUMC at its sole discretion and determined on a case by case basis.

II. ELIGIBILITY

To qualify for Paid Parental Leave under this policy, the employee must meet the following criteria:

1. The employee must have been employed by ESUMC for at least 6 months and be classified as a regular full-time or regular part-time employee by ESUMC
2. The employee must also meet one of the following criteria:
 - a. Have given birth to a child; or
 - b. Be a spouse or committed partner of a woman who has given birth to a child; or
 - c. Have adopted a child who is 17 years old or younger

III. LEAVE PROVISIONS

1. Full-Time Eligible Employees who have been employed for at least work **1,250 hours** during the **12 months** prior to the start of leave, may take up to 12 weeks of leave under the Family Medical Leave Act (FMLA) for a birth or adoption.

2. Full-Time Eligible Employees who have been employed for at least **6 months** hours may take up to 12 weeks of Leave for a birth or adoption: 8 of those weeks shall be compensated at 100 percent of the employee's regular, straight weekly pay, and an additional 4 weeks of unpaid leave is available under FMLA.

3. Part-Time Eligible Employees who have been employed for at least 6 months may take up to 12 weeks of Leave for a birth or adoption, 8 weeks of which will be paid. The number of weeks of paid leave will be the same as it is for full-time employees, however, compensation will be pro-rated, based on an average of the hours worked in the three months prior to Paid Parental Leave being taken (Per documentation in the payroll system).

4. All Paid Parental Leave described in this Policy shall be available for a 6-month period following the birth or adoption of a child.

5. Employees must use accrued Paid Time Off (PTO), vacation days, and sick time, as applicable, toward unpaid leave, however, may leave up to 40 hours of PTO in their bank for future use

6. The fact that multiple births or adoptions occur does not increase the length of Paid Parental Leave.

7. Upon termination of employment, the employee shall not be eligible for payment for any unused Paid Parental Leave.

8. Benefits will remain the same while an employee is on Paid Parental Leave.

9. ESUMC will take disciplinary action, up to and including termination, against an employee who uses Paid Parental Leave for purposes other than those described in this Policy.

IV. NOTICE TO ESUMC

1. An eligible employee will notify his or her supervisor of the need for Paid Parental Leave and include the estimated timing and duration of such leave at least 60 calendar days in advance of the need for Paid Parental Leave, where practical.

2. If the need for Paid Parental Leave is not foreseeable, an Eligible Employee must give notice of the need to his or her supervisor as soon as practical.

As is the case with all policies, church ESUMC reserves the right to modify this policy at any time with or without notice.