

PERSONNEL ADMINISTRATION

I. GENERAL

Employees who have successfully completed the 90-day probationary period are eligible to receive compensation during recovery from short-term illness or injury which requires absence from work. Compensation is based on accrued benefit earned.

II. INSTRUCTIONS

- A. Eligible employees will be granted one working day of sick leave for each month worked. Compensation shall be calculated from the average hours normally scheduled per week divided by five.
- B. Rostered staff and lay employees working at least nine consecutive months in each calendar year and more than 20 hours in each week shall be granted sick leave benefit.
- C. A maximum of 50 unused days may be carried over to the next year. Staff with more than 50 unused sick days at the time of the adoption of this provision shall be entitled to retain those days and use them as needed but shall not accumulate additional unused days that exceed the carryover limit.
- D. The pastors' sick leave pay shall include salary, housing allowance, and expenses.
- E. Full salary shall be paid for each earned sick leave day used to the amount of unused leave carried over plus the number of days earned that year. Physician certification of illness may be requested for absence extending beyond a three-day period.
- F. Following a period of continuous illness extending beyond four weeks, a determination shall be made concerning the need for application for disability. Upon request of the Lead Pastor or Administration and Personnel Committee Chair, a lay employee or rostered staff member on sick leave shall be required to furnish, upon return to work, a physician's certificate stating that the individual is physically able to resume normal duties or, if duties must be restricted, an indication of the extent to which the employee is able to resume duties. After consultation with the attending physician and the employee, the Lead Pastor and the chair of the Administration and Personnel Committee shall present a recommendation to the Administration and Personnel Committee for an employee's disability claim.
- G. Sick leave to care for a staff member's immediate family shall be limited to two days per month. The employee's accrued sick leave or vacation may be used for this absence. An exception to the two-day maximum may be considered by the Lead Pastor and Administration and Personnel Committee under extenuating circumstances.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 2.30
Subject Employee Leave
Effective Date 10/3/2022
Updated Date 10/3/2022
Committee Administration & Personnel

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- H. Trinity Lutheran Church provides paid parental or adoptive leave as set forth below.
- a. The purpose of the leave must relate to the parenting of a newly born or newly adopted child within the first three months of the child's birth or placement and may be taken only by an employee who has completed at least six months of full-time or part-time employment. Leave benefits for part-time employees are based on the ratio of their regularly scheduled hours to a 40-hour week. Employees requesting maternity/paternity leave must provide their supervisors as much advance notice as possible.
 - b. Up to eight consecutive weeks of paid parental leave, followed by up to four weeks of unpaid leave is available to a new parent following the birth (or adoption) of their child. Basic health insurance, which is ordinarily covered by the church, will be paid during the staff member's paid and unpaid leave. Staff would be responsible for paying for any optional, additional coverage they had previously elected.
- I. Upon termination of employment for whatever cause, compensation shall not be paid for unused sick leave.