

**St. Peter Lutheran Church
130 Nittany Drive
Mechanicsburg PA 17055
717-766-2701**

Parental Leave Policy

St. Peter Lutheran Church recognizes that supporting employees as they balance career, childbirth, and family life ultimately benefits the church family. Our goal is to create a community that supports employees and their families and regards family care concerns as legitimate and important. This policy allows for a specified period of paid leave following the birth or adoption of a child and will run concurrently with Family Medical Leave (FML) to the extent that FML is available to the employee.

I. Guiding Principles

- A. The purpose of Paid Parental Leave is to provide a birth mother, father or adoptive parent with paid time off to recover from childbirth and/or to care for and bond with a newborn or newly-adopted child.
- B. It is the intent of this policy to provide full-time employees with a paid leave benefit that may be combined with other leave programs to maximize the length of paid leave available and to supplement paid time off under Family Medical Leave (FML), in the event of a birth or the adoption of a child.
- C. Paid Parental Leave is a benefit of employment and its use shall not have a negative impact on employment status or opportunities.
- D. The Church will be flexible in managing Paid Parental Leave requests, so as to permit employees to effectively combine career and family responsibilities.
- E. Workload issues should be proactively managed so that excessive work demands are not placed on remaining employees.

II. Eligibility-defined as meeting all of the following criteria:

- A. An employee who becomes a new parent as a:
 - birth mother,
 - father,
 - adoptive parent
- B. An employee who holds a full-time position.
- C. An employee who has completed at least one year of service prior to the date Paid Parental Leave is to commence. Employees who attain one year of service while on leave for the purpose of a birth or the adoption of a child will be eligible for a pro-rated portion of Paid Parental Leave.

III. Program Design

- A. Paid Parental Leave is paid at 100% of the employee's regular pay for the specified number of hours outlined in this policy.
- B. Up to 240 hours (6 work weeks) constitute Paid Parental Leave for a birth mother for recovery from childbirth and to care for and bond with a newborn.
- C. Up to 120 hours (3 work weeks) constitute Paid Parental Leave for a father or adoptive parent to care for and bond with a newborn or newly adoptive child. Up to 120 additional hours (3 work weeks) may be granted by the Council for an adoption if necessary.

IV. Use

- A. Paid Parental Leave should generally commence following the birth or adoption of a child, but in some instances, may occur prior to the event when deemed medically necessary or when requisite to fulfill the legal requirements for an adoption, provided all eligibility requirements are met.
- B. Paid Parental Leave is available for one year from the birth or adoption of a child.
- C. Paid Parental Leave will run concurrently with Family Medical Leave (FML), to the extent that an individual has an available amount of FML equivalent to the length of the Paid Parental Leave to be taken. If the amount of FML available is less than the amount of Paid Parental Leave to be taken, Paid Parental Leave will still be granted as specified in this policy, without regard to the existence of the individual's available FML. In this case, the return to work provision of the FML policy will apply.
- D. Paid Parental Leave may be used at one time or intermittently prior to and during the first 12 weeks following the birth or adoption event. After this period of time, Paid Parental Leave may be taken on an intermittent schedule with advanced notice.
- E. Paid Parental Leave may be used in cases of stillbirth. In such event, a maximum of 2 weeks of Paid Parental Leave may be used and appropriate medical documentation is required. Additional time may be used from sick leave balances when supported by medical documentation.
- F. Paid Parental Leave shall be exhausted prior to the use of Vacation Leave or Compensatory Time when such leave is requested for the purpose of a birth or adoption event.
- G. Paid Parental Leave shall be exhausted prior to the use of Unpaid Leave, unless the Unpaid Leave is for the sole purpose of receiving Short-Term Disability benefits.
- H. Paid Parental Leave shall be exhausted prior to the use of Sick Leave in excess of the maximum allowed for a birth mother.
- I. One Paid Parental Leave benefit is available per employee, per birth or adoption event. The number of children involved does not increase the length of Paid Parental Leave granted for that event.