

Dorchester Presbyterian Church
Parental Leave
Session Approved: November 21, 2017

Having fewer than fifty (50) employees, Dorchester Presbyterian Church is not subject to the provisions of the Family Medical Leave Act.

Full-time and part-time employees employed by Dorchester Presbyterian Church for at least 1 year (12 months) are eligible for parental leave.

Eligible employees are entitled to six work-weeks of parental leave a year for the birth, adoption, or guardianship of a child. GSS employees receive three paid work-weeks and three unpaid work weeks. DPC (only) employees receive six paid work-weeks. Two additional weeks of unused vacation may also be taken to extend the stay.

A 30 day notice should be given to the immediate supervisor in writing for approval by the Personnel Committee and Session and/or the Good Shepherd School Board.

The leave must be taken directly preceding or within twelve months of the birth or placement of a child.

If both spouses are employed by the church and wish to use the benefit, their combined leave is limited to the six-week time period and the option of an additional two weeks of vacation.

Requests for any additional time of parental leave due to extenuating circumstances should be made to the supervisor for review and approval by the Personnel Committee and Session and/or the Good Shepherd School Board. Such requests will be treated on a case-by-case basis.