

**Recommendation to the Church Council  
From the Staffing Team  
January 10, 2018**

**Family & Medical Leave Policy**

Trinity Lutheran Church provides a family & medical leave policy similar to that of the Family and Medical Leave Act (which is only applicable to employees of 50+). Twelve weeks of un-paid job-protected leave during a 12-month period will be granted for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the pastor/employee (full-time or part-time) of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the pastor/employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the pastor/employee's spouse, son, daughter, or parent is a covered military member on "covered active duty";
- caring for a covered service-member with a serious injury or illness if the eligible pastor/employee is the service-member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Trinity Lutheran Church requests that the pastor/employee taking advantage of the Family & Medical Leave policy notify their supervisor and/or Staffing Team as soon as possible, and do everything in their power to help the church/congregation prepare for their time away from work. The pastor/employee may be required to use Paid Time Off (PTO) during their Family & Medical Leave.

**\*\*This policy was approved by the Council at their meeting on February 14, 2018. \*\***