

**Northminster Baptist Church
Jackson, Mississippi**

Leaves of Absence

- a) General Statement. In general, the term "leave of absence" refers to an approved absence from work, without pay (sick pay may be applied where applicable), for a period of ten (10) or more working days. The purpose of a leave of absence is to protect the length of service, seniority, and benefit rights of a staff member whose services might otherwise be terminated. Termination may result from overstayed leaves of absence. Only full-time, regular staff members will be considered eligible for a leave of absence.
- b) Procedure for Approval. It is the responsibility of each affected staff member to submit a written request for leave of absence to the Personnel Committee through the immediate supervisor, specifying the reasons for the requested leave, whenever such staff member will be or has been absent from work for ten (10) or more consecutive working days. If the absence is one which can reasonably be anticipated by the staff member, for example, military encampment, childbirth, etc., the written request for leave must be submitted at least fourteen (14) days prior to the date requested as the first day of leave. The staff member on leave of absence is responsible for arranging with the church office any benefits which will be affected by the leave of absence, for example, vacation, insurance coverage, etc.
- c) Types of Leave. Leaves may be granted for one of two reasons: personal or illness and temporary disability.

1. Personal. The Personnel Committee will consider granting leaves of absence in special cases not defined elsewhere in this policy.

2. Parental. Since the Family Leave and Medical Leave Act is not applicable for organizations of less than 50 employees, Northminster provides the following parental leave policy:

Female employees will be granted eight (8) weeks of paid leave for the birth/adoption of a child. Additional leave of up to three (3) weeks may be taken. If paid leave is desired for this additional time, the leave may only be applied to available vacation and/or sick leave, short-term disability, for the employee.

Two (2) weeks of paid leave is provided for male employees at the birth/adoption of a child.

A written request for parental leave should be submitted to employee's immediate supervisor and Personnel Committee as soon as date of leave can be determined.