

Smoke Rise Baptist Church
Stone Mountain, Georgia

This leave policy is governed by the parameters established by The Family Medical Leave Act of 1993 (FMLA)—see Appendix A—with the following additional, benefits, definitions and terms:

1. Smoke Rise Baptist Church will provide up to twelve (12) weeks of leave in a 12-month period paid at a 25% rate of the compensation package to eligible staff, or up to three (3) weeks of leave in a 12-month period at a 100% rate of the compensation package to eligible staff, for the following situations: Birth or adoption of a child.
2. The staff member's vacation and sick days accrued up to the date of the leave may be used until it is expended. Sick time accrual will be prorated per the period taken by the employee. Use of maternity leave will not affect the annual vacation accrual rate of the staff member for future years.
3. Following the exhaustion of all accrued time off with pay, any additional time taken will be unpaid.
4. Circumstances will be considered on an individual basis for the employee to begin working some percentage of "normal" working hours from home (telecommuting) as a transitional step to returning to full-time, regular duty, as defined by the employee's job description.
5. Eligible staff: refer to Appendix A, Employee Eligibility. Includes: all salaried or full-time employees who have been employed for at least twelve (12) consecutive months immediately preceding the request.