

## **Diocese of Fond du Lac Maternity/Paternity Leave Policy**

The following policy was adopted by the Executive Council of the Diocese of Fond du Lac at its meeting on 17 January 2002 as a *minimum* standard to be included in all covenants and/or employment agreements made between churches and employees, including clergy at the establishment of the covenant.

1. A cleric or full-time employee who has been employed by the diocese or a congregation for at least one full year and is designated as the “primary child-care parent” is entitled to leave for the birth or adoption of a child for a minimum of four (4) weeks with pay. In addition, up to eight (8) additional weeks leave may be taken without pay. The cleric or employee may elect to take the additional weeks leave with pay by using either vacation time or sick leave.
2. A cleric or full-time employee who has been employed by the diocese or a congregation for at least one full year and is designated as the “non-primary care parent” is entitled to leave for the birth or adoption of a child for a minimum of two (2) weeks with pay. In addition, up to ten (10) additional weeks leave may be taken without pay. The cleric or employee may elect to take the additional weeks leave with pay by using either vacation time or sick leave.
3. A cleric or full-time employee who has been employed by the diocese or a congregation for less than one full year or a part-time employee who has been employed by the diocese or a congregation for any amount of time is entitled to the same number of weeks leave without pay unless pay during this period is negotiated between the congregation and cleric or employee at the beginning of employment.
4. All other benefits provided to the cleric or employee shall remain in effect during the period of maternity/paternity leave.