

Recommended Minimum Policy for Paying Maternity/Paternity Leaves of Absence for Parishes and Schools

The Family and Medical Leave Act (FMLA) provides up to 12 weeks of unpaid protected leave for eligible employees (defined as having 12 continuous months of employment and at least 1250 hours worked in the past 12 months) for the birth of a child or placement of a child in the employee's home through adoption or foster care. Both female and male employees are eligible for this type of leave.

While the law does not require employers to pay employees who take these leaves it is recommended that parishes and schools pay employees for a portion of a maternity/paternity leave. This is good HR practice and supports, in a practical way, the teachings of the Church; specifically, her teachings on the use of artificial birth control and her encouragement to welcome children into families. Below is a recommended *minimum* policy for salary continuation during a maternity/paternity leave.

	Weeks 1, 2, 3 & 4	Weeks 5 & 6	Weeks 7 & 8	Weeks 9 through 12
FEMALE EMPLOYEE Regular Birth:	Maternity/Paternity Pay	Accrued Sick Days	UNPAID*	UNPAID*
	Cesarean Section Birth: Maternity/Paternity Pay	Accrued Sick Days	Accrued Sick Days	UNPAID*
MALE EMPLOYEE Spouse Regular Birth:	Maternity/Paternity Pay	UNPAID*	UNPAID*	UNPAID*
	Spouse Cesarean Section Birth: Maternity/Paternity Pay	UNPAID*	UNPAID*	UNPAID*
MALE & FEMALE EMPLOYEE Adoption or Foster Care:	Maternity/Paternity Pay	UNPAID*	UNPAID*	UNPAID*

*Employee can use Sick Days for these weeks if the child has an FMLA qualifying illness or if the mother has FMLA qualifying complications or illness beyond the normal delivery recovery (medical certification required).

NOTE: Parish employees who have Vacation Days available may use these days during any unpaid portion of the FMLA.

Recommended Minimum Sick Day Accumulation Policy

Below is the recommended Sick Day accumulation rate and maximum:

SICK DAY ACCUMULATION RATE: **1.25 days/month (15 days/year)**

SICK DAY ACCUMULATION MAX: **130 Working Days**

Rationale: In addition to providing Sick Days for illnesses that may occur periodically, this recommended policy serves as a Short Term Disability Policy. Specifically, the AOC's Long Term Disability Policy (LTD), under which parish and school employees are covered, has a 6 month (180 day) eligibility wait period (i.e. the employee must have been off of work for 6 months) before an employee can begin receiving LTD benefits.

This Recommended Sick Day Accumulation Policy provides employees the opportunity to accumulate the Sick Days necessary to cover this 6 month LTD wait period.