

PARENTAL LEAVE

1. POLICY

The Diocese of Harrisburg will provide an extended period of unpaid leave of up to 12 calendar weeks to any eligible employee who wishes to take a career break to:

- care for the newborn child of the employee
- care for a newly placed adopted child of the employee.

The Parental leave must commence immediately after all leave available under the Family and Medical Leave Act (FMLA) has been utilized and can only be used in one block of time.

Should a husband and wife both work for employers within the diocese, and both wish to apply for Parental Leave then their combined absence can not exceed 12 weeks. They must both meet the eligibility criteria, both submit applications to their employers and both have their applications approved.

1A. (optional clause)

The (name of employer) will provide up to 12 weeks of additional parental leave, thereby giving a total of up to 24 weeks of parental leave. All terms and conditions relating to this supplemental period remain as stated for the initial 12 week period.

2. ELIGIBILITY

This policy is available to all full time employees who have over one year of continuous employment within the Diocese of Harrisburg.

Parental leave of absence shall not be granted in the following instances:

- a. If the employee has exceeded 10 days absence (excluding vacation and holidays) within the 12 month period preceding the request for leave. Any leave taken under FMLA for the reason of pregnancy, or to care for a qualifying family member where the serious health condition is pregnancy shall be excluded.
- b. If termination action such as resignation or discharge is in progress
- c. If the employee plans to take paid employment during the leave
- d. If the employee does not plan on returning at the end of the leave period

3. PROCEDURE

- Requests for Parental leave shall be submitted to the employee's pastor/principal/head of agency or head of secretariat in duplicate on a Parental leave application form (appendix A). The application for Parental leave must be made at the same time as applying for Family and

Medical Leave or in exceptional circumstances at least 30 days prior to the leave being required.

- The decision maker is to ensure that the employee meets all eligibility requirements for a parental leave of absence.
- The application is approved or declined and the employee notified
- The original application form is retained in the employee's personnel file and a copy forwarded to payroll office at the diocesan center.

4. BENEFITS

Parental leave will be without pay. Holiday pay, vacation time and sick time will not accrue during the period of absence.

Health Insurance (Medical, Dental & Vision) – the employee is entitled to the continuation of coverage for self and eligible dependents for a period of 12 weeks provided that they cover the cost of the premiums on a timely basis. To qualify for the extended coverage, you must notify your employer that you want such coverage at the time of your application.

The Diocese reserves the right to discontinue the extended coverage option at any time.

Life Insurance will continue during the period of leave

401K – contributions will cease, however any loans must continue to be paid throughout the period of unpaid leave.

5. JOB RESTORATION

Upon return from Parental leave, an employee must be restored to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. There is no guarantee that the employee will be returned to the job they held prior to taking the Parental Leave. Seniority upon return from Parental leave will remain the same as the employee's seniority at the beginning of the Parental leave. Failure to return from Parental leave on the date stated will result in automatic termination of employment. Where an equivalent job is offered the employee must decide whether to accept this position or terminate employment.

Reinstatement to an employee's previous position may be denied if conditions unrelated to the Parental Leave have resulted in the elimination of the employee's position while the employee was on leave and would have eliminated the position even if the employee had not been on leave;

NOTE: By mutual agreement between the Pastor and the employee, the return date of Instructional employees, as defined by the FMLA, may be extended to the beginning of a new school year or a new semester. In this case the instructional employee may continue their Health Insurance benefits beyond 12 weeks provided premiums continue to be paid in a timely manor.

Benefit Updated: July 1, 2010