

White Rock Community Church

Leave of Absence Policy

As Approved by the Congregation March 22, 2009

I. PURPOSE

To establish guidelines for Leave of Absence at White Rock Community Church (WRCC).

II. DESCRIPTION

The Personnel Committee, at its discretion and with the approval of the Church Council and Congregation, may grant a leave of absence without pay to an employee due to their own serious health condition, the serious health condition of an immediate family member, or to take care of a newborn or newly adopted child younger than 6 years old.

III. ELIGIBILITY

All employees who are full time employees working greater than a 24 hour week and who have been employed with WRCC as a full time employee for greater than a year.

IV. TERMS OF BENEFIT

Amounts Provided: Leave as approved by the Personnel Committee, Church Council and Congregation.

Prerequisite: Must have already used all available Paid Time Off for the calendar year.

Duration: Not to exceed 12 weeks in a rolling 12 month period. Additional leave request must be presented to the Church Council and the Congregation.

Salary Paid: No.

Benefits Paid: Yes.

Leave Earned: No.

Expense Account/ Housing Allotment Continuation: No.

Document History:

- Approved by Personnel November 15, 2008
- Approved by P&P December 11, 2008
- Changes suggested by Church Council February 18, 2009
- Approved by Personnel February 22, 2009
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