



THE TABERNACLE

LOVE GOD. LOVE PEOPLE. MAKE DISCIPLES.

Parental Leave Policy

June 2021

As part of The Tabernacle's commitment to family; parental leave is available for all for adoptive and natural parents as a benefit of employment.

Employees who have completed 6 months of employment are eligible for parental leave.

Parental Leave is available only during the immediate period following the birth or adoption of a child.

Employees who are the primary caregiver may take up to 12 weeks of Parental Leave for a birth or adoption: 6 of those weeks shall be compensated at 100 percent of the employee's regular, straight weekly pay, and an additional 6 weeks of unpaid leave is made available under this policy.

Employees who are the secondary caregiver may take up to 14 days of Parental Leave for a birth or adoption: Those 14 days shall be compensated at 100 percent of the employee's regular, straight weekly pay.

When feasible, your request must be made with a minimum of 30 days in advance notice. If this is not possible, please place your request ASAP once you become aware of it.

Employees must submit their request in writing detailing their leave plan including timeframe for return to work and coverage of duties during leave.