



# THE TABERNACLE

LOVE GOD. LOVE PEOPLE. MAKE DISCIPLES.

## Parental Leave Policy

*Sept 2022*

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

- 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 2 weeks of Parental Leave for a birth or adoption: Those 2 weeks 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.