

**MEDICAL LEAVE OF ABSENCE POLICY
PRESBYTERY OF SAN JOAQUIN
FOR
All Churches in the Presbytery
All Mission Agencies & Organizations Funded by the Presbytery**

Policy Statement:

The Presbytery of San Joaquin (Presbytery) requires that; a medical leave of absence is to be granted to those listed in Item 1 below, with a medical necessity verified by his/her physician(s). Medical leave up to thirty calendar days per calendar year is negotiable between the Pastor and Session. Medical leave beyond thirty days per calendar year is negotiable between the Pastor, Session and Committee on Ministry. This Policy shall apply to all churches in the Presbytery and all Mission Agencies and Organizations funded by the Presbytery. Position descriptions shall be as defined in the Book of Order 2015/2017 edition.

1. This policy shall apply to the following positions:
 - a) Teaching Elder (Minister of the Word and Sacrament) (G-2.05, G-2.0504 a, G-2.0505, G-2.0506)
 - i. Installed Pastor
 - ii. Installed Associate Pastor
 - iii. Installed Co-Pastor
 - iv. Designated Pastor
 - v. Stated Supply
 - vi. Organizing Pastor
 - vii. Ordained Pastor employed by Mission Agencies and Organizations funded by Presbytery
2. This policy does not apply to the following positions:
 - a) Temporary Pastoral Relationship (G-2.0504b)
 - i. Temporary Co-Pastor
 - ii. Temporary Associate Pastor
 - iii. Temporary supply
 - iv. Inquirer or Candidate as Temporary Supply
 - v. Ministers of non-PC(USA) Churches
 - vi. Parish Associate
 - b) Others not included under number 1 above

Rationale:

Upon enrollment, the congregation or Presbytery promises to provide for the Pastor's welfare and to stand by him/her in trouble. (W-4.4006 b)

Commission on Ministry (COM) Responsibilities:

COM shall assist the Pastor and the church, ensuring that the Pastor while under physician's care receives the necessary time for recuperation and rehabilitation, and that the church receives the necessary support to carry on their ministry.

Pastor Responsibilities:

The Pastor shall inform the Session and COM as soon as possible of the anticipated medical leave to allow time to find an interim or to transfer duties during the leave period. The Pastor will also provide necessary documentation from his/her physician(s) to substantiate the medical leave request.

Session Responsibilities:

The Session of the church shall work with the Pastor and COM to ensure a smooth transition during the Pastor's medical leave. The Session is encouraged to establish medical/sick leave policy(s).

Additional Responsibilities/Information:

A Pastor may request up to 90 calendar days of medical leave in any 12 month period and the church and/or Presbytery may grant up to full salary and benefits.

Medical leaves beyond 90 calendar days will be referred to the Board of Pensions for temporary disability benefits.

Medical leaves of absence will be granted only upon submission of supporting medical statement(s) from the attending physician(s).

All pension benefits including medical, dental and disability will remain in force for the duration of the Medical Leave of Absence. Accrual of vacation, study leave, sick leave and holiday benefits will be suspended during the period of the Medical Leave of Absence.

For an Ordained PC(USA) Pastor employed by a Mission Agency or Organization funded by the Presbytery the term "Session" as used above is to be replaced by "employing Mission Agency or Organization".

Restatement Adopted