

First Working Draft	“Golden Rule” Life Cycle Special Leaves Policy -- St. Aidan’s Episcopal Church
Eligible Staff	<ul style="list-style-type: none"> • All lay staff with regularly scheduled work weeks of 36 hours or more who have completed one year of service • All clergy staff who are paid for services of at least 36 hours per week and who have completed one year of service. This coverage is supplemental to and may not reduce any coverage specifically granted in an employment agreement.
Staff Responsibility	<ul style="list-style-type: none"> • Covered staff must have available Short Term Disability (STD) and Long Term Disability (LTD) coverage and must cooperate in the filing of benefits claims as requested by St. Aidan’s. • Any benefits paid under the policy are supplemental to any STD or LTD benefits , not cumulative, and the combination of benefits will not exceed base pay. • Any clergy benefits (such as maternity leave) are also offsets to benefits under this policy and not cumulative.
Birth of a child or adoption of an infant (less than one year old on date of adoption)	<ul style="list-style-type: none"> • Applies to either parent • 12 weeks leave at full pay (must be taken contiguously). • Up to 4 weeks of supplemental unpaid leave upon request (may be taken in increments of one day).
Adoption of an older child (one year old to less than five years old on date of adoption)	<ul style="list-style-type: none"> • Applies to either parent • 6 weeks leave at full pay (must be taken contiguously). • Up to 2 weeks of supplemental unpaid leave upon request (may be taken in increments of one day).
Personal injury or illness	<ul style="list-style-type: none"> • Up to 12 weeks leave at full pay (may be taken in increments of one week). • Up to 6 weeks unpaid leave (may be taken in increments of one week). • Requires physician permission to return to work
Immediate Family* member injury or illness	<ul style="list-style-type: none"> • Up to 6 weeks leave at full pay (may be taken in increments of one week). • Up to 6 weeks unpaid leave (may be taken in increments of one week).
Immediate Family* member death	<ul style="list-style-type: none"> • Up to 4 weeks leave at full pay (may be taken in increments of one week). • Up to 4 weeks unpaid leave (may be taken in increments of one week).
Military Service Call-up or Activation	<ul style="list-style-type: none"> • Military call-up or activation of covered staff who is in reserves, National Guard or similar program or who is subject to draft. Does not cover enlistment. • Up to 12 weeks or duration, whichever is less, paid leave plus 1 week paid transition leave. Benefits are supplemental to military pay, not cumulative. • Unlimited unpaid leave for duration greater than 12 weeks, but ending upon any voluntary re-enlistment or extension.
*Immediate Family	<ul style="list-style-type: none"> • Parent (including step or in-law) • Spouse • Child (including step)
Life Cycle Fund	<ul style="list-style-type: none"> • Vestry to establish a restricted fund for accruals or receipt of gifts to defray parish expenses in the event of any of the above.