

Leaves of Absence

Unpaid leaves of absence may be granted under justifiable circumstances when the requirements of work permit: duration of such leaves is at the discretion of the employer. Sick leave and vacation do not accumulate during unpaid leaves; pertinent insurance premiums are the responsibility of the employee. Eligibility for leave generally requires a minimum of one (1) year of service. Employees contemplating a leave must arrange in writing with the Pastor/supervisor stating the maximum amount of time the leave may continue, after which time, the position will not be held. If the former position is unavailable, returning employees will be considered for positions with pay and status commensurate with their former positions if they are available.