

## **Sick Leave Policy**

### **Exempt Staff (Professional, Salaried) – Full-time and Part-time**

After the first year of employment, exempt staff will receive the equivalent of one week Sick Leave, with an additional week added on their anniversary date thereafter, to accrue up to 12 weeks maximum. Sick Leave may be used for Maternity Leave. Unpaid Sick Leave will be forfeited upon termination or resignation of the employee. Days used for sick leave are deducted from the accrued balance available.

## **Maternity Leave Policy**

### **Exempt Staff**

Full-time exempt staff will receive 6 weeks paid Maternity Leave. Additional paid time off for Maternity Leave may be obtained by using Vacation or accumulated Sick Leave. If both accumulated Sick Leave and available Vacation have all been used, additional time taken will be unpaid. A maximum of 10 weeks may be taken for normal Maternity Leave. The 10 weeks must be consecutive and begin with the first use of Maternity Leave, whether before or after delivery or adoption date. Additional time may be granted by the Staff Relations Committee or Pastoral Relations Committee based on need.

Part-time exempt staff will receive no paid Maternity Leave. They may elect to use accumulated Sick Leave and/or Vacation for Maternity Leave, up to a maximum of 10 weeks. If both accumulated Sick Leave and available Vacation have all been used, additional time taken will be unpaid. The 10 weeks must be consecutive and begin with the first use of Maternity Leave, whether before or after delivery. Additional time may be granted by the Staff Relations Committee or Pastoral Relations Committee based on need.

## **Vacation Policy**

### **Exempt Staff**

On their hire date, exempt staff will receive 4 weeks Vacation, which must be used each year and cannot accumulate. Unused vacation for the year will be paid upon termination or resignation of the employee.

Policies adopted by the Ministry Council  
Underwood Memorial Baptist Church  
Wauwatosa WI  
March 28, 2010