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**050616**

EPISCOPAL DIOCESE OF MILWAUKEE  
PARENTAL LEAVE POLICY

PURPOSE:

All congregations and the Diocese are encouraged to provide full time stipendiary clerics and full time lay employees as defined by Church Pension Group with a parental leave of absence. This policy provides consistency throughout the diocese and outlines the process for the Diocese and congregations to use.

POLICY:

**BIRTH OF A CHILD:**

- (a) The cleric or lay employee giving birth is to receive up to twelve (12) weeks paid leave.

The cleric or lay employee giving birth who are active participants in the Church Pension Fund ("CPF") should submit a claim for short term disability ("STD"), which will reimburse the employer for 70% of the employee's total compensation figure (up to \$1,000/week). The remaining 30% of total compensation shall be paid by the congregation or the Diocese. The STD period normally will be six (6) weeks;

- (b) If the spouse of a full-time cleric or a full-time lay employee gives birth, the cleric or lay employee will receive up to two (2) weeks paid leave. Up to an additional ten (10) weeks of unpaid leave may also be provided. Total leave time (paid and unpaid) for the non-birth-giving spouse is not to exceed twelve (12) weeks.

**ADOPTION:**

- (a) One adoptive parent is eligible for up to seven and one-half (7.5) weeks of paid leave and up to four and one-half (4.5) weeks of unpaid leave. The congregation or Diocese paid time is the same for adoption as for the birth of a child except that CPG does not provide STD benefits for an adoption. Total leave time (paid and unpaid) is not to exceed twelve (12) weeks;
- (b) Should the spouse of the adoptive parent also be employed by a congregation or the Diocese, the spouse would be eligible for up to two (2) weeks paid leave.