



The Episcopal Diocese of Georgia

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Diocesan Family Leave Policy

A member of the clergy or full-time lay employee who has been employed by the church for at least one full year and is the designated “primary child-care parent” is entitled to leave for the birth or adoption of a child for a minimum of twelve weeks with pay. Up to four additional weeks may be taken without pay. The member of the clergy or full-time lay employee may elect to use vacation leave or sick leave during these final four weeks.

Employment benefits, including but not limited to health insurance, will continue during Parental Leave as set by Letters of Agreement.

A member of the clergy or full-time lay employee who has been employed by the church for at least one full year and is the “non-primary-care parent” is entitled to leave for the birth or adoption of a child for a minimum of four weeks with pay and up to eight additional weeks without pay. The member of the clergy or full-time lay employee may elect to use vacation leave or sick leave during these eight additional weeks.

A member of the clergy or full-time lay employee employed by the church for less than one full year is entitled to the same number of weeks leave. Pay during this period is negotiated between the church and the member of the clergy or full-time lay employee.

Upon return from Leave, an employee will be restored to their prior position, or to a position with equivalent pay, benefits, and other terms and conditions of employment, provided that an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during Leave period, such as, but not limited to lay-off, re-structuring or conduct subject to disciplinary action.

Employers are encouraged to provide short-term disability plans to their eligible staff. The coverage can help offset the cost associated with family leave. For details please visit: <https://www.cpg.org/globalassets/documents/publications/disa-std-benefit-summary-26-weeks-66.67-employer-paid.pdf>. Once you have examined these documents, you can reach out to the Canon for Administration for additional details.

Glossary of Terms:

Primary child-care parent: Is the primary care provider for a child through birth or adoption. Roles can include but are not limited to mother, father, sibling, grandparent, and/or partner.

Non-primary child-care parent: Does not provide the primary care of the child but is entitled to leave to bond and provide support during a birth or adoption. Roles can include mother, father, sibling, grandparent, and/or partner.