



Family and Medical Leave

Policy Standards for the Jewish Community

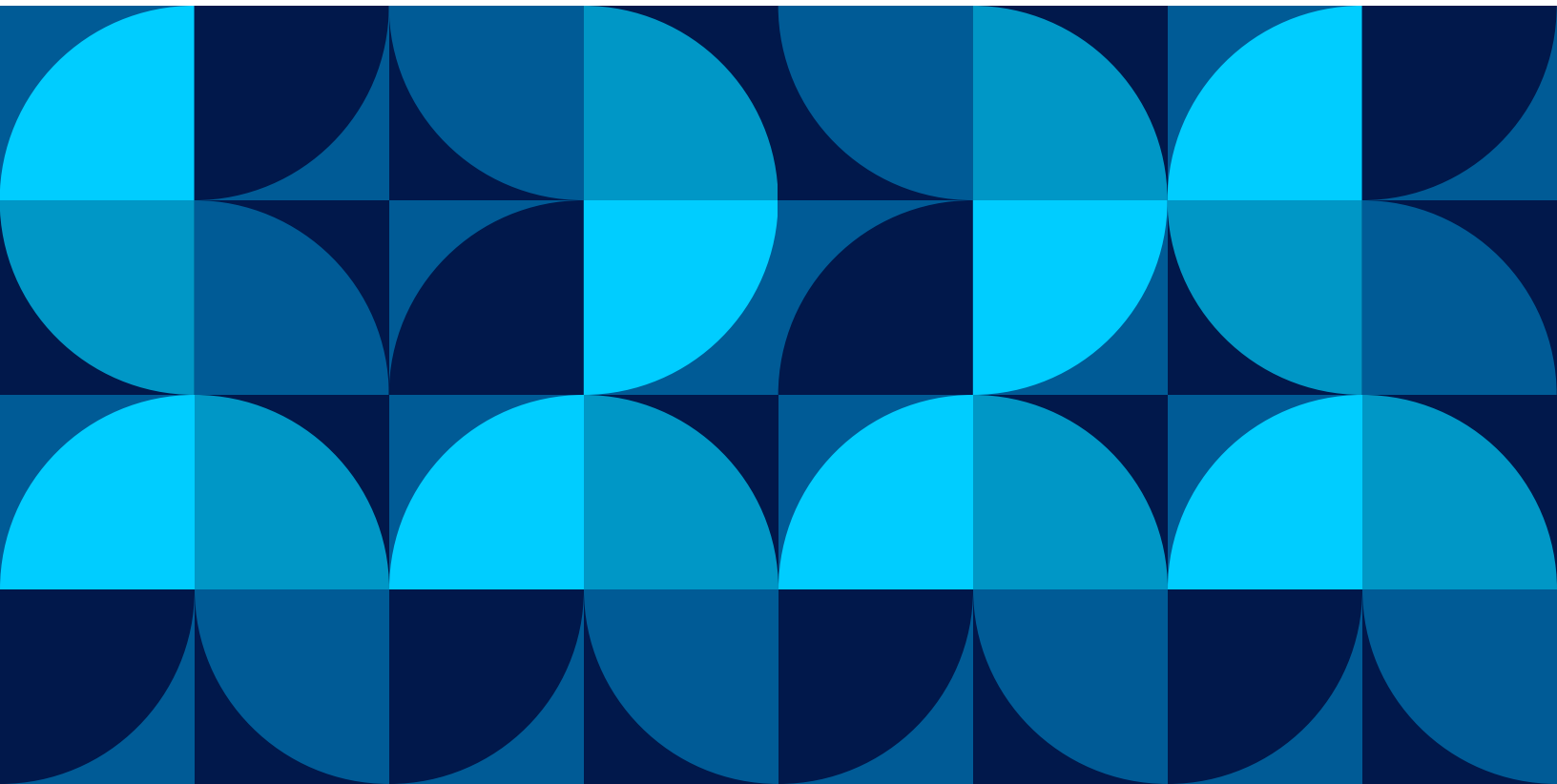


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"I have never worked in a congregation that offered this in a contract. I was granted family leave when the need arose and the congregation was generous, but I feel it is vital that this be contractual and not just based on a congregation's generosity!"

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Executive Summary

Jewish ethics and our sacred texts guide us to understand paid family and medical leave as a human right and Jewish moral imperative not a negotiable employment benefit.

Adopting paid leave will have far-reaching positive impacts, including supporting the financial security and career advancement of female-identified employees, as well as removing the gendered stereotypes of caregiving roles at home and work more broadly. Ensuring access to, and destigmatizing utilization of, paid family leave will have lasting benefits for the Jewish community and our greater society.

Therefore, the [Women's Rabbinic Network's \(WRN\) Paid Family Leave Policy Standard](#) sets a minimum floor for all congregational and organizational employers to provide no less than **twelve (12) weeks of family leave at **100% pay to all employees** regardless of gender, job role, length of employment, or type of family leave needed.**

Policy is the essential first step, but to truly shift deeply embedded stereotypes and outdated beliefs, education and culture-change efforts around paid leave are needed. To aid in these efforts, this document also includes greater context for the need for paid leave, a lexicon of terms, a FAQs section, and template language for use in policy handbooks and employment contracts. These resources will help define the larger conversation and begin to build a shared language and set of expectations that will help ensure a common and supportive leave experience for all employees.

An Introduction to WRN and This Project

The Women's Rabbinic Network is the organization of Reform female-identified rabbis. We support and advocate for our members and the values we uphold to positively impact the Jewish community. A nonprofit, mission-driven organization, WRN is a proud part of the Reform Movement, yet our work and influence extend into the greater Jewish world. Born in the 1970s when the first generation of women rabbis was being ordained, WRN has been in existence for over forty years. As Jewish leaders, our daily work is addressing the structural inequalities that threaten the physical, emotional, and financial health of women and, therefore, diminish our world.

Unfortunately, the issues that birthed WRN persist. Despite great progress, WRN still works toward safe, respectful Jewish communities, narrowing the gender-based wage gap, guaranteeing paid family and medical leave, recording and celebrating Jewish women's history, and ensuring equitable advancement in professional and lay leadership. **WRN supports and advocates for women rabbis, but our work betters all.**

As an outgrowth of our pay equity work and of decades of advocacy, WRN has created this paid family and medical leave resource for the Jewish community, its synagogues and institutions. Framing the issue in Jewish

values, WRN offers this resource with its minimum standard paid family leave policy and model contract language for both employees and employers. We hope it will lead to clear communication, robust leave policies for all employees in the Jewish world, and better leave experiences for both employees and employers.

Most of all, **WRN holds that paid leave is a human right and Jewish moral imperative, not a negotiable employment benefit.** Adopting this approach will positively impact the financial security and career advancement of female-identified employees in particular.

A society that shares caregiving responsibilities across all genders will allow individuals, especially women, to flourish without being bound to traditional gender roles. While currently unpaid care work is largely shouldered by women, it benefits our entire society. **Allowing employees to access paid leave for care work and destigmatizing the utilization of leave time will benefit the Jewish community and our greater society overall, enriching the lives of employees of all genders.**

This resource builds on the decades of advocacy work and lived experience and knowledge of WRN leaders and members.

A Jewish Moral Imperative for Comprehensive Paid Family Leave Policies

It is a Jewish moral imperative to care for one another and for our community members. Whether maternity leave, paternity leave, parental leave, family leave/caregiving leave, or personal leave—paid time off to address these important life events should not be considered a negotiable benefit for employment agreements but rather a fundamental human right. Employers should make all efforts to treat it as such.

Jewish tradition has much to contribute to the discussion of caring for family. For example, in Isaiah, God models for us caregiving from cradle to grave:

Listen to Me, O House of Jacob,... who has been carried since birth, supported since leaving the womb. Even to your old age and gray hairs, I am That-Who-Will-Sustain-You (Isaiah 46:3).

Created in God's image (Genesis 1:27), we are thus compelled to shape a society that values care and caregiving throughout the lifespan.

For the care of growing families and sick loved ones, we honor Ecclesiastes' eternal wisdom, that there is "a time to be born...a time to plant...and a time to heal" (Ecclesiastes 3:2-3). Adequate leave provides the opportunity for this holy healing and growth. As a part of this wisdom, we define a season's worth of time (12 weeks) as the minimum standard after the birth/adoption/foster

placement of a child and adequate time to support and care for family members, or oneself, during serious illness.

When Miriam contracted tzara'at, leprosy, the entire Israelite people were traveling through the wilderness. They stopped and waited until she was healed (Numbers 12:10).

This is a powerful model for family/caregiving leave. There are times when work must stop to provide proper care. In our contemporary society, communal support for caregiving takes a different form: People should be paid to stay home when those they love are in need of their care. Paid time off to address important life events is a fundamental employment right and a fundamental human right.

The Talmud teaches, "All Israel is responsible for one another" (Babylonian Talmud, Shavuot 39).

Just as all clergy, professional staff, and employees of synagogues and Jewish institutions spend their days caring for and supporting the Jewish community, it is the responsibility of the Jewish community to also support all staff members, both full-time and part-time employees, in times of joy and of sorrow. Paid family and medical leave is a Jewish value and is one that should be upheld fully, whether after the birth, adoption, or fostering of a child or when supporting ailing family members or needing personal time to heal.



As a part of this wisdom, we define a season's worth of time (12 weeks) as the minimum standard after the birth/adoption/foster placement of a child and adequate time to support and care for family members, or oneself, during serious illness.

The Current State of Paid Leave in the United States and the World

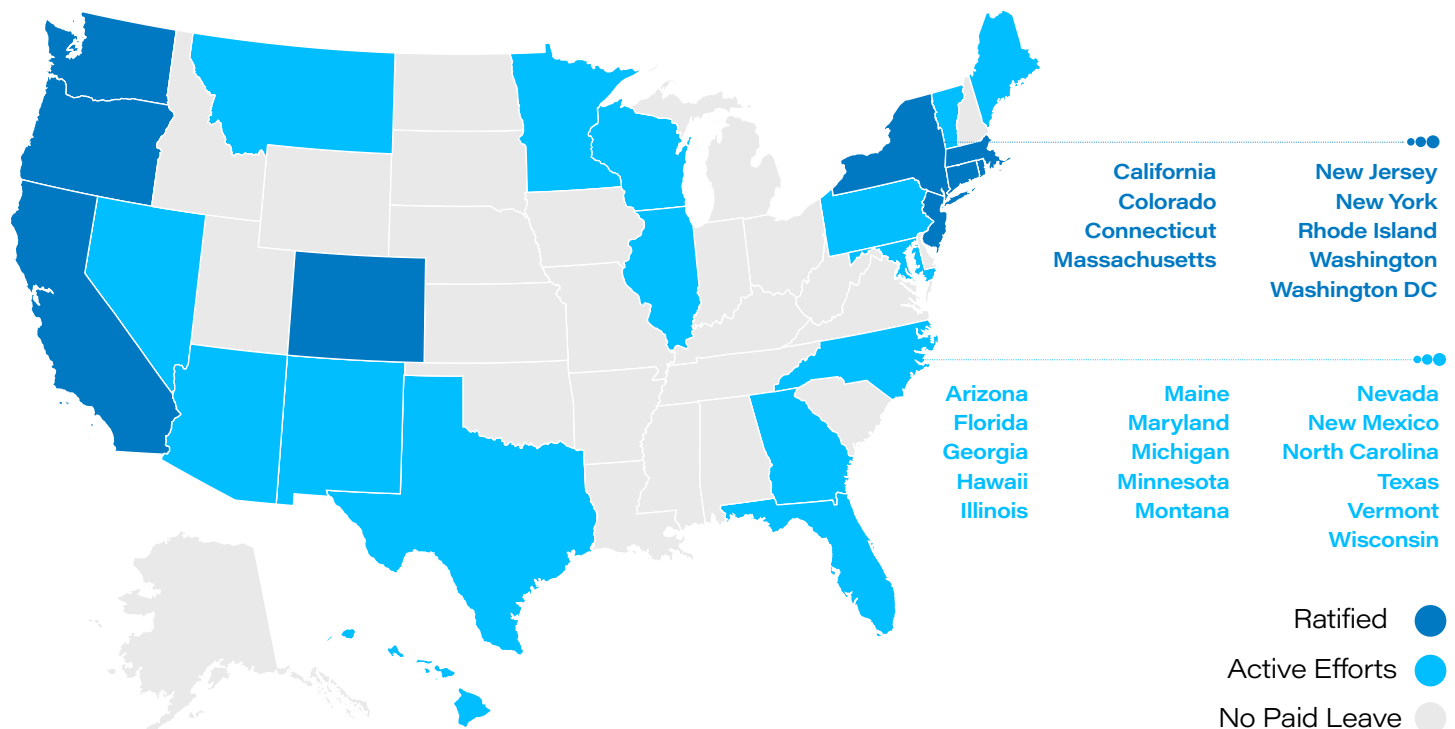
Across the developed world, paid leave is a long-established employment practice, with national laws and insurance programs providing a social safety net. With this foundation, it is easy for employers to uphold this human right; employees and their families are automatically protected.

The United States has long been the outlier among both developing and developed countries in not providing any paid family or medical leave policies, but that trend is changing, both at the state and federal level. Without a federal policy, employers have been forced to pick up the slack to make paid family leave a priority. By the end of 2020, nine states plus the District of Columbia had passed paid family and medical leave programs and several others had active campaigns to pass legislation. Federal legislation is also being debated. As well, cities are passing laws. For example, San Francisco has a

local ordinance requiring certain employers to pay supplemental wage replacement (in addition to the state family leave benefit) for parental leave purposes.

Ensuring that every person in this country has access to paid family and medical leave will take a federal law, but the employers, cities, and states who are leading the way are helping demonstrate the importance of this kind of policy and the positive impact it has on our families' health and economic security.

Paid leave policies have also been shown to have a significant positive impact on organizations. Among other benefits, research shows they can reduce costs, reinforce company values and maintain institutional knowledge, improve worker morale and productivity, attract new talent, increase worker retention, and reduce gender pay disparities.



Source: Center for Parental Leave Leadership, www.cplleadership.com

WRN Survey

Paid Family Leave in Congregational and Non-Congregational Settings

As part of this project, WRN conducted original research in the form of a Parental Leave and Family Leave Survey in December 2020. The survey was sent out to all WRN members, including rabbis who serve in congregations and organizations in a variety of positions, both full and part time.

From the nearly 300 responses received, one overarching theme became clear: While WRN rabbis serve caring communities, there is a lot of work still to be done to ensure that rabbis, other Jewish professionals, and all employees are truly supported during their paths to and through parenthood and when they face a medical or caregiving need.



.....

"I have really supportive supervisors and coworkers! Makes it so much easier to go on leave knowing you are supported and that the organization knows it will be able to carry on successfully while you're away!"

Policy is the essential first step, but to truly shift deeply embedded stereotypes and outdated beliefs, education and culture-change efforts around paid leave are needed. This document and other supplemental resources should be used to help educate concerning the need for, and benefits of, paid parental and family leave for our communities, and to inspire a shared vision aligned with Jewish values. All community members, particularly congregational and institutional leaders, must play a pivotal role through their commitment to promoting paid family leave and a supportive employee experience.

A full report on the analysis of the 2020 WRN Survey on Paid Family Leave will be released in the coming months.

WRN's Paid Family Leave Policy: An Overview

Templates for both employer handbooks and employee contracts can be found in Appendixes C and D.

Everyone has the right to a clearly defined, supportive, and fully paid family leave. **While many communities will naturally rise to the occasion when it comes time for the employee to take leave, it is imperative that the details of paid family leave be clearly stated in employment contracts and policies.** This gives employees the comfort of clarity, knowing that their employer is committed to this human right. With these details clearly defined, employees can focus on their work without distraction and commit fully to their communities' mission.

WRN's December 2020 family leave survey data underscores this point by showing that in the absence of consistent leave policies, supervisors, colleagues, and community culture have an oversized impact on the employee experience in both congregational and non-congregational settings. This variability creates unequal leave experiences that are unacceptable. The remedy begins with consistent policies across our congregations and institutions.

Ensuring all employees of congregations and Jewish organizations have these protections and supports in place will enable family and employee-friendly cultures to grow and extend throughout all levels of the congregation/organization and beyond.

Toward that goal, **WRN strongly recommends that all employee contracts, employee letters of agreement, and employee policy descriptions and handbooks include the following foundational paid leave policy as a minimum standard.**

The WRN Minimum Standard

A minimum of twelve (12) weeks per contract (or fiscal) year of paid family leave for all congregational or organizational employees to:

- **Attend to the employee's own serious health condition, including but not limited to pregnancy complications, prenatal care, birthing, and related recovery.**
- **Care for a family member with a serious health condition, including but not limited to recovery from illness, injury, or end-of-life care.**
- **Bond with the employee's new child following birth, surrogacy, adoption, or foster placement.**

Employees should receive **100% of their salary** and full benefits (such as health insurance and retirement contributions) while on leave. In states with existing paid family leave laws, this cost can be supplemented or offset through those existing benefits. It is advised that this leave run concurrently with any available state or federal benefits, including disability leave, family leave, and FMLA leave where it applies.

This standard should apply to all employees upon hire and to any new contracts for past hires. This policy should apply to **all employees equally**, without a waiting period after initial employment.

Paid family leave should not be counted against an employee's vacation time or other paid time off. Any parental leave should be concluded within one year of the birth, adoption, or foster care placement of the employee's new child(ren). Employees should be allowed to take their leave in full or intermittent increments as small as one working day.

Appendixes

This is a living document that will grow over time as new sections and support resources are added.

We encourage you to stay in communication with us, asking questions, offering feedback, and sharing stories of how paid leave policies have impacted you or your institution.



info@womensrabbinicnetwork.org

APPENDIX A

Definitions: A Paid Family Leave Lexicon

The larger conversation and language around paid leave is complex. It is important to ensure that employees and all stakeholders have the same understanding of these terms when discussing paid leave.

Family Leave:

Family Leave is a broad term that includes parental, family, and medical leave purposes. Whether a state-level law or an organization-level benefit, family leave allows employees of any gender to take time off from work to care for:

- a newborn, newly-adopted child, or newly-placed foster child,
- their own serious health condition, including but not limited to pregnancy health needs and healing from birth,
- a family member with a serious health condition.

Note about the Parental Leave component of Family Leave: Depending on how a policy is written and administered, family leave can be separated out as two different leave provisions (1. Family medical leave and 2. Family bonding leave) or grouped together. For example, both Oregon and Washington State family leave laws currently give a specific amount of time for paid family and medical leave and then an additional bucket of time that can be used only for parental leave purposes; this makes the total number of weeks available for family bonding leave additive on top of what is allowable for family medical leave purposes. The WRN Paid Family Leave Policy Standard groups these together.

Maternity Leave:

Maternity leave has historically been used to describe the time off work for birthing mothers to physically recover from childbirth (disability or medical leave) and bond with their new child or children (parental or family leave). Today it is widely understood that any definition of Maternity Leave should be inclusive of those who identify as becoming a mother through any means, including through adoption, surrogacy, or fostering. Maternity leave is generally taken directly surrounding the birth or placement of the child and usually within the first year. Both the



It is difficult for female (or male) faculty to take parental leave before they have tenure, and that affects the academic environment.



This is important work if we are going to model care and centrality of our families and those of our coworkers and congregants.

terms maternity and paternity leave have been replaced by the non-gendered term parental leave.

Paternity Leave:

Paternity leave has historically been used to describe the time off work for anyone who identifies as a father to bond with their new child (parental or family leave) after becoming a father by birth, adoption, surrogacy, or foster placement. Paternity leave is generally taken directly surrounding the birth or placement of the child and usually within the first year. Both the terms maternity and paternity leave have been replaced by the non-gendered term parental leave.

Parental Leave:

This term has become the accepted way to describe the type of leave that is inclusive of all gender identities and provides time off from work to bond with a new child—whether by birth, adoption, surrogacy, or placement of a foster child. Parental leave should not be used to describe leave that is offered exclusively to either mothers or fathers. This leave is generally taken directly surrounding the birth or placement of the child and usually within the first year.

FMLA—The Family and Medical Leave Act:

The Family and Medical Leave Act of 1993 is a United States labor law that entitles eligible employees of covered employers to take **unpaid**, job-protected leave from work for qualifying medical and family reasons. FMLA also ensures continuation of any existing health insurance coverage under the same terms and conditions as if the employee had not taken leave. Generally, FMLA protection only applies to organizations with greater than 50 employees, and additional exemptions may apply to those serving in clergy and ministerial capacities as described below.

Because FMLA overwhelmingly does not provide protection to employees in congregational and non-congregational religious settings, it is up to employers to ensure these protections are part of their policy and practice. It is our Jewish obligation and moral imperative to do better than the minimum the law requires.

Disability or Medical Leave Insurance *(including Short-Term Disability, Long-Term Disability, or Disability Insurance):*

Disability or medical leave insurance allows paid time off (usually with only partial pay) to recover from one's own major illness or injury. Disability leave is a common part of what many consider to be maternity leave. These types of insurance plans cover physical

recovery from childbirth and are different from family leave or bonding leave that are addressed separately. Employers can provide disability insurance (often called "short-term disability" or STD) as an additional employment benefit. Some employees may be eligible for disability or medical leave benefits through state policy, as is the case in New York, Rhode Island, California, and others. As an example, in the New York State paid leave program, a birth mother can access disability or medical leave benefits for the first 6–8 weeks after giving birth depending on the method of delivery. This runs concurrently (rather than sequentially) with FMLA. Bonding or family leave (which both parents can access) can be taken afterward. In some cases, individual complications will allow for additional time before or after delivery (e.g., bed rest).

Family Member:

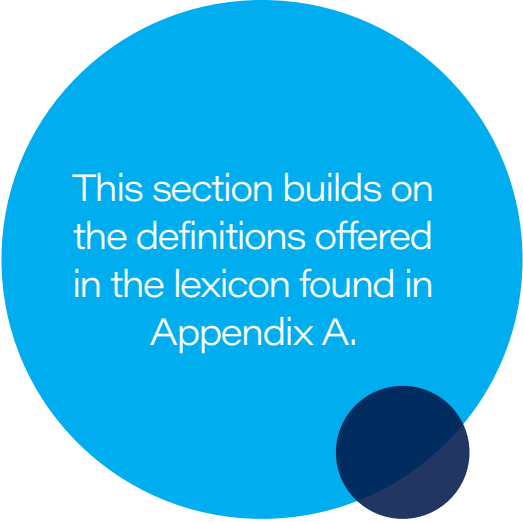
In FMLA and other family leave policies, the definition of "family member" varies. In recognition of the many ways that families care for each other, WRN believes an expansive and inclusive definition of family member is needed. Therefore in the WRN Paid Family Leave Policy Standard, "family" is defined to include an employee's child(ren) (including biological children, stepchildren, foster children, and children for whom the employee stands in loco parentis or is a de facto parent), grandchild(ren), grandparent, parent, step-parent, sibling, step-sibling, spouse, domestic partner, mother-in-law, father-in-law, as well as other relatives and in-laws the employee deems "family."

Serious Health Condition:

As it relates to family leave, a serious health condition is a qualifying reason to take family leave for one's own medical leave or to care for a seriously ill family member. The FMLA defines a "serious health condition" as an illness, injury, impairment or physical or mental condition that requires in-patient care in a hospital, hospice, or residential care facility or an outpatient condition that requires "constant" or "continuing" care, pregnancy disability or prenatal care, or end-of-life care. Both routine delivery and pregnancy complications fall under the FMLA definition of a serious health condition, with complications sometimes adding additional qualifying time before the birth (e.g., bed rest) or after the birth of a child. WRN recommends that employers defer to employees to define what they and their doctors determine is serious and requires the taking of paid leave.

APPENDIX B

Frequently Asked Questions



This section builds on the definitions offered in the lexicon found in Appendix A.

Q: Our organization gives people the time they need on a per person, per event, basis. Why is adding a written policy important?

A: An established policy and practice, clearly outlined in any contracts and handbooks, provides clarity, consistency, and accessibility. Doing so ensures clear expectations are in place proactively so that no one needs to react during emergency situations or wonders what is allowed. Including written family leave policy in contracts and handbooks deepens a culture of support for all parents and caregivers that is reinforced in word and in action by organizational leaders.

Q: How do we pay for family leave time?

A: Many institutions may worry about a potential financial impact on their institution. Depending on the role of the individual taking family leave, often cost to the organization is not incurred. Some tasks may need to pause or shift to other employees or volunteers. In a supportive environment, when employees take on tasks to cover coworkers' leaves, there is a mutual understanding that their coworkers and lay partners will support them in the future. In certain situations, work may need to be covered by overtime or a temporary replacement. Sometimes, coverage to help offset costs is available through state insurance programs.

You may wish to consult with local or similar-sized organizations or congregations with robust family leave policies about how they plan for and manage the financial element of their policies. Many institutions build a buffer into their regular budget or plan to draw on reserves as needed when costs are incurred. Other organizations create a dedicated fund to draw from, built up from a budget line over a few years or funded by a donor who cares about these issues of justice and equity.

Numerous studies have shown that the costs to continue employee pay during leave pale in comparison to the costs of replacing and training a new employee. While it may take planning and effort to establish this family leave policy and it may have short-term financial implications, the long-term return on investment in the organization and employees is much more significant.

Q: What about FMLA and other labor laws?

A: The WRN is challenging Jewish congregations and institutions to answer the Jewish moral imperative to provide paid leave to all employees. FMLA is unpaid job protection, which is not the same as the WRN's paid family leave policy minimum standard. FMLA can be useful for definitional purposes such as determining what qualifies as a serious health condition and to help understand these broad issues but is not otherwise relevant.

Q: How does the WRN Paid Family Leave Policy Standard interact with my state's paid leave law?

A: State and federal laws provide a minimum threshold to follow, but employers can and oftentimes should go above that level. Employers are permitted by most state and federal laws to apply additional provisions, as long as they are at least meeting that minimum threshold. In some states employees are still able to access the state paid family leave program in place of their employer paid leave policy if they so choose. *Be sure to check the laws for your particular state carefully as every state is different.*

Q: How should paid leave be navigated during the High Holy Days?

A: Different Jewish organizations have different needs associated with the High Holy Days. We encourage all staff and lay leaders to work together to manage leave during the High Holy Days, if that is an important consideration for their organizations, but to understand that family leave events are often unplanned and unavoidable. While flexibility and creativity are key, the needs of the employee are primary. At the same time, when possible, employees are encouraged to partner with other staff and lay leaders to find workable solutions for leave coinciding with the High Holy Days.

Q: What about holding my employee's job open?

A: Fundamental to this policy is an assurance that employees can take leave without fear of retaliation or negative consequences to their careers. This means returning to the same or similar job when they are back at work. Organizations, leaders, and supervisors play an important role in supporting and modeling this behavior in both overt and subtle ways.

Q: Should we give our clergy and staff the same policy?

A: Any good policy should apply to clergy and all other employees equally. Family leave is a human right and not a negotiated benefit or reward. As such, it should not be attached to institutional hierarchies.

Q: What if someone abuses the family leave benefit (for example, takes it every year or takes it then quits)?

A: While this is a common question among employers, it is very uncommon for employees to abuse, scam, or take advantage of their organizations to access additional family leave in an inappropriate manner. Creating a family-friendly environment that honors the caretaking duties of employees at all levels will enable employees to balance their work and family demands and make it less likely that they will feel forced to quit. In the extremely unusual case when employees take family leave in consecutive years, it is important to consider the employees unique circumstances and what has led them to need leave. While difficult for the organization, this does not necessarily mean employees are not dedicated to their work. It may mean their employers need to temporarily get creative with staffing and find other ways to be supportive while the employees face whatever is causing them to take leave. When paid family leave is considered a human right instead of an earned benefit, it is possible to shift perspective on this question and understand the importance of an environment that respects family demands and caretaking needs.

Q: Should benefits differ between full-time and part-time employees?

A: Because paid family leave is an equity issue, all employees, including part-time employees and full-time employees, should be treated equally and be entitled to the same paid family leave policy. The amount of pay and benefits they receive should be calculated according to their work schedule prior to leave. (Note: employees with a varying work schedule can be based on a set time lookback, for example, their average over the past eight weeks or six months).

Q: How soon after being hired should employees be eligible to start taking paid leave?

A: Employee contracts should not include a required waiting period for family leave eligibility. Waiting periods send a negative message to new employees that they have to “prove themselves” in order to be fully accepted into the organization. Paid family leave is not an earned reward; it is a human right. Furthermore, most employees do not have the ability to precisely plan their paid family leave events. Waiting periods also create the potential for pregnancy discrimination litigation (particularly six- to nine-month waiting periods).

Q: How much advance notice should be required to take leave?

A: If the need for leave is not foreseeable, advance notice should not be required, but otherwise notice should be given as soon as practical or feasible.

Q: What should be done when extended leave is needed beyond the paid leave policy (e.g., NICU, recovery, extended illness, etc.)?

A: Organizations should be as generous and flexible as possible when an employee needs to request additional time due to unforeseen or difficult circumstances such as NICU time, bed rest, extended recovery, family members in need of extended care, or other extenuating circumstances. Employees should not have to be worried about keeping their jobs or paying their bills when they are in the midst of such critical moments in life. Instead they need to be surrounded by consideration, love, and care, as is regularly modeled by so many of our Jewish institutions and congregations.

Q: What should be done if someone becomes a parent through adoption or surrogacy and doesn't give birth themselves?

A: All new children are a reason to celebrate and are in need of care and family bonding. The manner in which a family is being formed should be irrelevant for purposes for paid leave eligibility and duration. The WRN Standard calls for 12 weeks paid leave as a minimum for all new parents.

Q: What should be done when care is required for someone who is not an immediate household family member?

A: Many people in today's world have close caregiving relationships with extended blood family such as aunts, uncles, cousins, nieces and nephews, as well as non-blood-related relatives or chosen family they consider and behave with as family. Your employees know who they need to care for and when that care needs to take priority over their work. Trust them to be able to make that distinction.

Q: Why extend paid family leave to people of all genders?

A: Paid family leave is a significant building block for creating a financially equitable workplace, as the duties of caregiving have historically fallen to women. Making family leave policies gender neutral fosters equity by ensuring all people, regardless of their gender identity, are equally empowered to care for themselves and be caregivers. Paid family leave is a necessary step toward equal caregiving at home and lifetime earnings for women. Women will not reach pay equity without paid leave for all and the destigmatization of utilizing paid leave time by people of all genders.

Q: What issues are there concerning men and family leave?

A: Men fare worse than women when it comes to being provided with paid leave in their contracts, as well as being supported to take the leave they may have. Employers often do not understand why it is critical that male-identified employees have and take paid leave. Some misunderstand that paid family leave is a women's issue. However, without paid leave men are not able to be present for the joys and challenges of their personal lives, and they are robbed of the fullest expression of parenthood, partnership, family fellowship, and humanity. A gender-inclusive policy also allows men to care for their own serious health conditions, should that need arise. Until men are allowed and encouraged to take family leave time for caregiving, women will (intentionally or unintentionally) be penalized for taking such leave. In addition, many men understand that securing and taking paid family leave is a powerful act of allyship to express that caregiving is the work of all genders.

Q: Why does the Women's Rabbinic Network recommend a family leave policy that is gender neutral and applies to all employees?

A: WRN's advocacy work is informed by the experiences and expertise of Reform women rabbis but strives to better all, fulfilling our role as God's partners in the repair of the world.

APPENDIX C

Template Policy Language for Employer Handbooks

Please feel free to utilize this policy language in full or part in employee handbooks, employer policy manuals, or other locations. This language can be used verbatim or to inform these policies more broadly.

This template is not offered as legal advice. It is strongly advised that you have an attorney review your policy to ensure compliance with all applicable local, state, and federal laws.

[Congregation or Organization Name] provides a minimum of twelve (12) weeks per [contract or fiscal] year of paid family leave to all employees to:

- Attend to the employee's own serious health condition, including but not limited to pregnancy complications, prenatal care, birthing and related recovery.
- Care for a family member with a serious health condition, including but not limited to recovery from illness, injury, or end-of-life care.
- Bond with the employee's new child following birth, surrogacy, adoption, or foster placement.

This policy applies to all employees equally upon initial hire and should be applied to any employees already under contract or otherwise employed by [Congregation or Organization Name].

Employees will retain all other benefits, contributions to benefits (e.g., pension, health insurance), and accrual of benefits such as sick and vacation time in the same manner as they normally do throughout the length of leave. This leave may not be counted against an employee's vacation time or other paid time off, such as sabbatical.

Leave can be taken either in full at one time or intermittently, but must be taken in whole-day increments.

Leave to care for family or one's own illness or injury is available each calendar year for qualifying events and does not roll over. Leave related to birth, adoption, surrogacy, or foster care placement applies only within a 52-week period following the event and may span across calendar years. Family leave for bonding with a new child must be concluded within one year of the birth, adoption, surrogacy, or foster care placement.

For the purposes of family care, family members are defined by immediate and extended blood family including spouses, domestic partners, children/stepchildren, children for whom the employee stands in loco parentis or is a de facto parent, parents, step-parents, parents-in-law, grandparents, grandchildren, aunts, uncles, cousins, nieces and nephews, siblings, step-siblings, as well as non-blood-related relatives or chosen family they consider and behave with as family.

If leave is foreseeable, employees should notify their supervisors and any applicable human resources contacts as soon as it is practical and feasible. If the need for leave is not foreseeable, advance notice is not required.



If there are state benefits for Paid Family and Medical Leave, you may wish to include:

As applicable, the employee [may or must] apply for paid family and medical leave benefits provided pursuant to the [insert state and name of state's paid family and medical leave law]. The leave provided as part of this policy will run concurrently with any unpaid leave available to the employee under the Family and Medical Leave Act (FMLA), [any relevant state paid family and medical leave laws], and [relevant state leave laws] as applicable.

[Congregation or Organization Name] will supplement such benefits to ensure that employees receive the equivalent of 100 percent of their salary for the duration of their leave.

APPENDIX D

Template Language for Employee Contracts

Please feel free to utilize this template language in full or part in your employment contracts or other locations. This language can be used verbatim or to inform your contract more broadly.

This template is not offered as legal advice. It is strongly advised that you have an attorney review your contract to ensure you are fully covered in the ways you have negotiated and are in compliance with all applicable local, state, and federal laws.

[Employee Name] is entitled to a minimum of twelve (12) weeks per contract year of paid family leave to:

- Attend to the employee's own serious health condition, including but not limited to pregnancy complications, prenatal care, birthing and related recovery.
- Care for a family member with a serious health condition, including but not limited to recovery from illness, injury, or end-of-life care.
- Bond with the employee's new child following birth, surrogacy, adoption, or foster placement.

This policy applies to [Employee Name] without a waiting period following initial employment. During this time [Employee Name], will retain all other benefits, contributions to benefits (e.g., pension, health insurance), and accrual of benefits such as sick and vacation time in the same manner as when not on leave. Family leave may not be counted against the employee's vacation time or other paid time off, such as sabbatical. Leave to care for family or one's own illness or injury is available each calendar year for qualifying events and does not roll over. Leave related to birth, adoption, surrogacy, or foster care placement applies only within a 52-week period following the event and may span across calendar years. Family leave for bonding with a new child must be concluded within one year of the birth, adoption, surrogacy, or foster care placement.

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