



BEREAN BAPTIST CHURCH AND ACADEMY

Fayetteville, NC 28314



Maternity Leave

Berean Baptist Church and Academy offers its employees the opportunity to take up to six weeks of unpaid maternity leave after the birth of a child. An employee is not required to take all six weeks, but it is available. It is the opinion of the ministry that when an employee takes maternity leave it should be a time of physical healing as well as bonding with their new child and that the pressures and stress of work should be alleviated. The time off is unpaid since the ministry's budget is not able to sustain continuing the employee's pay while also compensating a substitute. On a case by case basis, it could be realized that it may be in the best interest of the ministry to allow an employee to maintain some work hours to better the continuity of their responsibilities. In a case such as this, the ministry will only be able to compensate the employee on an hourly basis, commensurate to their salary, an amount not to exceed the difference in their normal pay and the amount that is being paid to a substitute. It is the responsibility of the employee to maintain a log of their hours and to submit it to their supervisor for approval. Employees that are on a partial paid maternity leave are expected to maintain communication with the substitute, other employees, parents and students as their responsibilities dictate to be considered eligible for partial paid leave. These exceptions will need to be approved by the employee's supervisor or principal prior to the maternity leave being taken and then recommended to the Executive Pastor for final approval.