

Book Poplar Springs Baptist Church Policy Manual

Section 3000 Personnel Policies

Title Maternity Leave

Number 3290

Authority Article V Section 1 of the Church By-Laws
Personnel Committee Handbook

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1. Poplar Springs Baptist will grant maternity leave for up to 240 hours following the birth of a baby for full time female employees.
2. Poplar Springs Baptist will grant maternity leave for up to 240 hours following the adoption of a child for full time female employees.
3. The first one hundred twenty (120) hours will be paid maternity leave.
4. Up to one hundred twenty (120) hours more may be taken from sick leave, vacation time, or unpaid time off.