

# SICK LEAVE POLICY GUIDE

for Presbytery Clerks and Congregations

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## MONTHS 1 - 3

The congregation is responsible for continuing all regular payments to the professional church worker as well as paying for pulpit supply. Medical notes are required for leaves longer than three weeks.

**Important:** The Presbytery must ensure that the congregation is following the PCC Sick Leave Policy. For leaves longer than three months, a Record of Employment must be issued by the congregation at the end of the third month.

### Questions? Contact:

➤ The Pension and Benefits Office  
[pension@presbyterian.ca](mailto:pension@presbyterian.ca)

➤ **Key Resource: Pulpit Supply Form**  
[presbyterian.ca/wp-content/uploads/Pulpit-Supply-Form-2026-1.pdf](https://presbyterian.ca/wp-content/uploads/Pulpit-Supply-Form-2026-1.pdf)

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## MONTHS 4 - 7

The congregation is responsible for the housing allowance or manse accommodation, and the professional church worker, if eligible, will apply to receive Employment Insurance sick benefits.

**Important:** During this time, if the professional church worker thinks their leave may go beyond 7 months, they should contact the Pension and Benefits office directly for next steps.

### Questions? Contact:

➤ The Pension and Benefits Office  
[pension@presbyterian.ca](mailto:pension@presbyterian.ca)

➤ **Key Resource: EI Sick Leave Benefit Application**  
[canada.ca/en/services/benefits/ei/ei-sickness.html](https://canada.ca/en/services/benefits/ei/ei-sickness.html)

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## MONTH 7 - ONWARD

If it seems that the professional church worker will not be able to return to their duties by the end of the seventh month, they should contact the Pension and Benefits office to discuss an application for LTD benefits.

If the professional church worker does not wish to apply for LTD benefits, they must either return to work or make an employment decision.

### Questions? Contact:

➤ The Pension and Benefits Office  
[pension@presbyterian.ca](mailto:pension@presbyterian.ca)

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## IMPORTANT THINGS TO NOTE...

The Sick Leave Policy requirements are minimum requirements. Presbyteries and congregations are free to provide beyond the policy to give compassionate consideration to the minister and the minister's family.

### In order for a sick leave to take place, the following is required:

Any absence from work likely to be longer than three weeks will be accompanied by a medical note from a physician or other qualified medical practitioner certifying the inability to work. The medical note will be presented to the clerk of presbytery who will arrange for pastoral care and a motion to presbytery noting the professional church worker is placed on sick leave commencing on the start date indicated in the medical note.

(The presbytery may choose to require a medical note for shorter durations of absence).

### Return to Work

In order to return to work, a subsequent medical note indicating the professional church worker is able to return to work must be presented to the clerk of presbytery. The medical note should indicate if the professional church worker is able to return to full duties and responsibilities performed prior to their sick leave; or if there should be a gradual return to work with an estimate of when they will be able to resume full duties and responsibilities; or if they are able to return to work with functional restrictions or limitations requiring accommodation.

The presbytery will arrange for a motion to presbytery that the sick leave ends on the date specified in the note.

### The medical note should include the following:

- The medical practitioner's letterhead or stamp
- The employee's name
- The date the employee was seen by the medical practitioner
- The start date (understood as the first day of absence from work due to illness or injury)
- The expected duration (if known) of the absence
- The medical practitioner's signature and date signed



## KEY RESOURCES

➤ **The PCC Sick Leave Policy**  
[presbyterian.ca/wp-content/uploads/Sick-Leave-Policy\\_Revised-2024-1.pdf](http://presbyterian.ca/wp-content/uploads/Sick-Leave-Policy_Revised-2024-1.pdf)

➤ **Employment Insurance (EI) Sick Leave Benefit Application**  
[canada.ca/en/services/benefits/ei/ei-sickness.html](http://canada.ca/en/services/benefits/ei/ei-sickness.html)

➤ **Pulpit Supply Form**  
[presbyterian.ca/wp-content/uploads/Pulpit-Supply-Form-2026-1.pdf](http://presbyterian.ca/wp-content/uploads/Pulpit-Supply-Form-2026-1.pdf)

➤ **Professional Church Worker Benefit Booklet**  
[presbyterian.ca/wp-content/uploads/50380-SUN-LIFE-BOOKLET-CONGREGATIONAL-EMPLOYEES.pdf](http://presbyterian.ca/wp-content/uploads/50380-SUN-LIFE-BOOKLET-CONGREGATIONAL-EMPLOYEES.pdf)



## CONTACT INFO

For questions related to pastoral and congregational support during a sick leave, please contact:

**Tim Purvis**  
tpurvis@presbyterian.ca  
1-800-619-7301 ex. 264

For questions regarding your group benefit plan coverage, please contact:

**Sun Life**  
mysunlife.ca  
1-800--361-6212

For questions relating to long-term disability benefits and the Sick Leave Policy, please contact:

**The Pension & Benefits Office**  
pension@presbyterian.ca  
1-800-619-7301