

SABBATICAL POLICY

Sabbatical Policy for _____ (PCA)

PREAMBLE

Sabbatical leave is periodically granted to ministerial staff and its purposes are twofold:

1. To give time off to ministerial staff for personal and professional enrichment in accordance with the Biblical principal of rest and refreshment embodied in the Sabbath.
2. To encourage longevity, a commitment to growth, and excellence among the ministerial staff in the church.

POLICY

- 1. Eligibility & Requirements** – _____ are eligible to take a sabbatical leave at least once every _____. These ministers must be in good standing with the church and have no intent to leave. The Sabbatical should be spent in rest, reading, study, or ministry designed to refresh and encourage the minister in their walk with the Lord and ministry. Eligible ministerial staff members will submit a written proposal to the Session regarding how the Sabbatical will be spent at least _____ in advance of taking Sabbatical leave. The dates of the Sabbatical leave should be submitted at least _____ in advance to allow for arrangements to be made for the staff member's absence.
- 2. Length** – A sabbatical leave will be _____ in length off from the usual and customary labors of church ministry. _____ is _____ or _____.
- 3. Compensation** – During sabbatical leave, the employment relationship and all call package provisions remain in effect, with the exception of study leave. Holidays, vacation and leaves of absence will be available during the balance of the year; however, ministerial staff members should not schedule vacation near their sabbatical, causing undue hardship on the ministry of church. The study leave portion of an ordained minister's call package will be included within the sabbatical. Ministerial staff members will discuss with the Session sabbatical expenses related to travel and/or education, and a stipend may be awarded to cover these costs.
- 4. Required Report** – Staff returning from Sabbatical leave will report verbally and in writing to the Session regarding the activities and benefits of the Sabbatical period.
- 5. Additional** – Sabbatical funding should be a part of the general fund budget and considered in the planning process during the year before the Sabbatical is requested. If plans include travel or additional expenses for which assistance is requested, these expenses must also be planned in the budget cycle of the preceding ministry year.

NOTE: Sabbatical leave is not intended to be an extension of the Family and Medical Leave Act (FMLA), short & long term disability and/or any other benefit provided by the church.