

## SABBATICAL LEAVE

**Eligibility:** The rector who has served in the parish will be eligible for a sabbatical of not more than 3 months following the fifth year of service. Eligibility does not assume approval. Parishes may extend this benefit to full-time mission staff (clergy & lay) who are routinely engaged in parish ministry beyond the standard work day as part of their responsibilities.

**Purpose:** The purpose of a sabbatical leave is to provide the staff member with enough distance from his/her/they day-to-day responsibilities in order to cultivate a renewed sense of mission, purpose, and direction for his/her/their ministry. Sabbatical Leave is a time for rest, spiritual renewal, mission realignment, and for the gaining of new and relevant education/skill so that the employee can return and contribute even more fully and energetically to the ministry and mission of the parish.

Sabbatical leave is for the welfare of both the employee and the parish ministry and is to be taken during the tenure of the employee, not at termination, and will not be paid as compensation when the employee leaves employment. Sabbatical leave is not an entitlement for time served, but rather an investment in future ministry. At the end of a sabbatical leave, the employee must return to their diocesan staff work for at least one calendar year.

**Approval:** Application for the sabbatical should be made at least 9 months before the projected date of departure so that planning and preparation can take place during the rector's or staff member's absence. The Vestry, in consultation with the Bishop's staff needed, has final approval on all requests and proposals for sabbatical leave.

The entire sabbatical is to be taken at one time unless approved otherwise by the Vestry.

Sabbatical leaves are to be staggered so that no more than one mission staff member is away on sabbatical at any given time.

Based on the Diocesan Sabbatical Policy approved by Diocesan Council in 2017