

# Sabbatical Leave Policy 1

**Becoming a Sabbath Community:** A Guide for Churches

*This is a real example of a church or NGO sabbatical leave policy and is reflective of its own organisational context. It is provided not to be copied but to help you to create your own policy.*

# Sabbatical Leave Policy 1

## I) Introduction

123 CHURCH realises the importance of the Biblical principle of the sabbatical. We recognise the value of setting aside time to rest, refuel, reflect and realign with God's calling on each of our lives, acknowledging that it will pay dividends to the individual and to the ministry for years to come. As the ministry grows and changes it is important that employees at all levels of leadership are investing in their own growth and adaptation to the changing environment. This sabbatical can take many forms including a spiritual retreat, a time to gain more professional training or an opportunity to seek counselling.

## II) Policy

**ELIGIBILITY** After three years of service, sabbatical leave can be applied for or may be required by the Leadership Team. Sabbatical leave is not automatic; it must be applied for and the Leadership Team is responsible for approving, or not approving, the leave.

This type of leave applies to PM3 through to PM6 level positions. This is a paid form of leave and is separate and non-inclusive of the entitled four weeks of annual leave accrued each year. The specific sabbatical duration is at the discretion of the Leadership Team.

The below table merely provides the maximum length of leave that can be requested for the respective PM levels.

<b>Professional Management</b>	<b>3-4 years service</b>	<b>6-7 years service</b>
3	1 month	2 months
4	1 month	3 months
5	1 month	4 months
6	1 month	6 months

## Expectations

Ideally, a sabbatical should be taken every seven years. Accountability is a requirement and outcomes, as put forward with the application for leave, need to be defined and met at the completion of leave. It is expected that when the person on leave returns to work a report will be given to the Leadership Team addressing the reached outcomes.

\$100 per instance of sabbatical leave can be accessed to cover the cost of resources (such as books, time with a mentor or counsellor).

## How to Apply

Written applications can be sent to any member of the Leadership Team. An outcome plan for the leave is required for inclusion within the application.

## **Benefits**

Study has exposed the myth that an executive sabbatical will be a chaotic disruption, finding instead that the creative disruption of a well-planned sabbatical can be productive for the entire management and leadership of an organisation. Organisational capacity is increased as the next tier down of management takes on new responsibilities. Governance is strengthened as a result of the planning and learning that goes with a sabbatical process. Directors come back rejuvenated, with a fresh vision and innovative ideas, and tend to extend their tenure with the organisation.

## **Risks**

Employees on sabbatical can at times feel disconnected and lost while on leave. It is important that there is someone overseeing the employee during the leave, checking in on them periodically and offering support, guidance and coaching if that is needed.

## **III) Responsibility**

Approval for sabbatical leave is given by the Leadership Team. It is the responsibility of the Leadership Team to recognise the needs of the staff member applying for leave and what type of leave would be of greatest value.

When submitting the application, each director that wishes to take a sabbatical needs to provide a plan detailing what the desired outcome/s for the leave will be. Written applications can be sent to a member of the Leadership Team who will then present the application for review at the next Leadership Team meeting. Each director who takes leave is responsible for reporting back on the proposed outcomes of the leave to the Leadership Team once they have returned to work.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Chairman, Board of Directors

Signed \_\_\_\_\_