

SABBATICAL POLICY

Northwest Ministry Network

It is understood that the policy guidelines below may be changed or altered by the Executive Presbytery.

Purpose

A sabbatical is an extended time away from usual work for the purpose of study, career development, personal renewal and/or spiritual development. It is intended to benefit both the individual and his/her position with the NWMN.

Accrued vacation may be linked with a sabbatical leave allowing for more personal enrichment time.

Eligibility

- ✓ This sabbatical policy applies only to the Leadership Team members.
- ✓ A sabbatical may be taken after completion of six years of continuous, fulltime ministry with the NWMN during the seventh, fourteenth, etc., anniversary year of qualifying employment.
- ✓ It is suggested that only one Leadership Team Member be granted a sabbatical at any given time.

Length

Executive Officers may be granted up to six months. The length of sabbatical for other Leadership Team members will be at the discretion of the Executive Officers.

Request for Leave

A typical request would include an explanation of how the sabbatical will benefit the individual and the NWMN, and should include a proposed expense budget.

Approval

The request for sabbatical will be approved by the Executive Officers, and ratified by the Executive Presbytery. Notification will be made to the Network Presbytery for informational purposes.

Funding

Up to \$400 per week will be provided for the approved leave from a special account to be established for this purpose. Such funds are to be used exclusively for educational and personal expenses, including travel costs related to the sabbatical. Proper accounting for expenses should take place during the sabbatical according to standard operating procedures.

Other

- Regular salary and benefits will continue without interruption.
- Sabbatical leave is not charged to vacation time.
- The person's position is not replaced while he/she is on sabbatical.
- Sabbatical leave should be taken continuously; and should not be broken up into segments without authorization from the Executive Officers.
- Approved but unused sabbatical leave may not be used at another time nor is it paid as unused vacation unless warranted by exceptional circumstances and approved by the Executive Officers.
- Should employment cease prior to completion of the sixth year of fulltime work with the NWMN, a previously approved sabbatical will be automatically withdrawn and no funds may be disbursed.

Policy revised by NWMN EP November 13, 2007