

**Sabbatical Leave Policy
Recommended to Congregations
of the
Synod of Alberta and the Territories**

The rostered leadership shall be eligible for a sabbatical leave, in addition to study leave, of up to six months after having served a period of six consecutive years. The purpose of the sabbatical leave will be to provide a respite from the demands of work and routine and renewal of self. It is not intended that a course of study be undertaken during this time, although this is not precluded. An individual may do so if he or she so chooses.

The conditions and requirements for the granting of a sabbatical shall be as follows:

1. The power to grant sabbatical leave rests solely with the congregational council;
2. The remaining staff shall be available to the congregation for the duration of the sabbatical;
3. The option of retaining a paid replacement for the duration of the sabbatical rests with the congregational council;
4. Compensation shall be at 80% of the individual's regular compensation (i.e. salary and housing, if applicable). The option of utilizing continuing education funds to supplement this compensation shall be at the discretion of the individual;
5. The individual shall agree to return to full-time ministry with the congregation for a period of at least one year from the end of the sabbatical. Should the individual choose not to return or returns for less than one year, the compensation paid during the sabbatical shall be reimbursed on a pro-rata basis of 1/12 of the amount paid times the number of months subsequent to the sabbatical which were not worked; and,
6. A request for sabbatical leave shall be submitted to congregational council in writing at least six months prior to the proposed leave.

(Adapted from Synod Council Policy III.H.)