

# Sabbatical Leave for non-ministerial Staff

Any employee working more than 30 hours per week is eligible for a paid sabbatical after five (5) continuous years (in 6th year of continuous employment) of employment. Employees are eligible to apply for one 6-week sabbatical every five years. The sabbatical benefit is intended to give employees a longer stretch of time off and must be taken all at once. Employees must submit a request to their supervisor and the Senior Minister at least one year prior to the date of the planned sabbatical. Granting of sabbaticals is always dependent on the budget and permission to take this leave is at the discretion of the Senior Minister. If an eligible employee chooses not to take a sabbatical in their 6th year of employment, the sabbatical can be deferred to a subsequent year, but only with prior approval. A deferred sabbatical cannot be combined with any other sabbatical in a subsequent five (5) year cycle (e.g. at the 10 year mark). Any unused sabbatical leave, when applicable, will not be paid out upon separation.

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