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ANGLICAN DIOCESE OF ALGOMA

SABBATICAL LEAVE

The following sabbatical leave program is proposed for consideration by the Executive Committee, for adoption as Diocesan policy.

STATEMENT

"After seven years of continuous full-time ministry/service/employment in the Diocese of Algoma, and every five years of continuous employment thereafter, the Incumbent, Assistant, or member of the pastoral team shall be eligible for two months sabbatical leave with full pay. This would be in line with other professional and educational groups. Such sabbatical offers an exceptional learning opportunity. A full-time clergy-person/pastoral team member may not apply for sabbatical leave during the first two years of an incumbency."

Purpose

The purpose of this benefit is to enable a clergy person/pastoral team member to pursue a worthy, scholarly interest relative to his/her area of ministry which will directly contribute to the individual, the area of ministry and the church.

Eligibility

A sabbatical may be granted to any full time clergy person/pastoral team member who has had at least seven years of continuous full time employment in the Diocese. There shall be at least five years of full time service between sabbaticals.; however, requests for special circumstances may be considered on their individual merits. A full time clergy person/pastoral team member may not apply for sabbatical leave during the first two years of an incumbency. Only one member of the parish pastoral team may be on sabbatical per year.

Period of Leave and Salary

The Diocese is following the practice employed in many churches and universities, i. e., a sabbatical leave with full pay for two months. If, however, a particular project appears to be of sufficient merit, consideration to extend the leave with full salary may be given. The extension of time will be taken as part of one's vacation. The request for sabbatical leave and the proposed projects should be submitted to the Wardens, to the Rector, if another member of the pastoral team is applying, and to the Bishop, at least five months in advance of the date it is to take effect. Acceptance of a sabbatical leave is based on the condition that the Team member will continue his/her ministry in the parish for at least one year following the sabbatical leave. If a clergy person or pastoral team member decides to leave the Diocese within one year following his/her sabbatical, any monies provided for the sabbatical will be repaid.

Use of Leave Time

In line with the purpose in paragraph one, the time spent must be used primarily for the project for which the leave was granted.

Adopted by Executive Committee on October 19, 1993

Submission of Plans

Projected activities for the sabbatical must be submitted to and discussed with the Wardens, Rector if he/she is not the member applying, the Bishop and whomever else they may designate. Application forms may be secured from the Wardens.

The Incumbent and Wardens will be responsible for arranging for ministry to continue in the parish during the time the Incumbent is on sabbatical. The parish will pay for this ministry where necessary.

Approval

Approval must be granted by the Wardens and the Bishop.

Source of Funds

The member may apply to the Continuing Education Fund. Other funds may be contributed by the parish and/or the Bishop/Diocese.

Reports

A report of the sabbatical leave will be submitted in duplicate form to the Wardens, Rector if he/she is not the member returning from sabbatical, and the Bishop within six weeks after returning.

SABBATICAL LEAVE FINANCIAL PROCEDURES

The following procedures are offered as guidelines in the planning and preparation of one's sabbatical. The sabbatical leave program should have an expense budget of \$1,500.00 at the parish level.

1. Any expenses are to be directly related to the sabbatical leave program.
2. Receipts/invoices are to be kept and a written summary of expenses is to be submitted to the Wardens prior to reimbursement.
3. Expenses for travel, lodging, meals, books, supplies, tuition for classes/seminars, visiting churches, and luncheons will be subsidized up to the sabbatical leave limit of \$1,500.00.
4. Twenty percent of one's Discretionary Account may be added to the sabbatical leave program for expenses outlined in number three.
5. The Bishop (Diocese) may contribute to sabbatical leave expenses.
6. In all cases the member should use funds available to him/her from the Continuing Education Fund.

Adopted by Executive Committee on October 19, 1993

SABBATICAL LEAVE

The following areas should be considered when planning sabbatical leave:

1. Inspirational/Renewal
2. Education/Ministry Experience
3. Spiritual Direction
4. Restful/Recreational

STUDY LEAVE

1. Every clergy person or pastoral team member in full-time service in the Diocese of Algoma shall be entitled to two weeks study leave with pay every year.
2. Every clergy person or pastoral team member in full-time serviced in the Diocese of Algoma shall be strongly encouraged to take study leave at least once every three years.
3. Any extension beyond the two week study leave entitlement shall be taken from the member's holiday time.
4. In all cases the clergy person or pastoral team member may apply for funds from the Continuing Education Fund.
5. The parish and/or the Bishop (Diocese) may contribute to the cost of an individual's study leave.
6. Annual Study Leave shall not be cumulative.
7. The clergy person or pastoral team member shall give the Wardens, the Archdeacon and the Bishop three months advance notice of his/her intention to take study leave.
8. The clergy person is responsible for arranging for ministry to continue in the parish during his/her study time.