

General Policy

A sabbatical leave is a privilege accorded to duly called pastoral staff to give them opportunity to enjoy a program that may include components such as rest, study, writing or service, and thus enhance their subsequent ministry to CCC by increasing their effectiveness as pastors, teachers, and leaders.

A sabbatical is not to be considered, as a means to provide required rest and therapy for medical purposes. If such rest or therapy is needed, provision for this may be sought through medical employment insurance or long-term disability benefits.

Regular sabbatical leave provides salary, based on the amount of accrued sabbatical credit. A pastor on such regular sabbatical leave is released from all pastoral, committee and administrative work.

Sabbatical Leave Guidelines

A sabbatical may be applied for after seven years ministry at CCC and thereafter at five-year intervals. Sabbatical leave credits are accrued at the rate of two weeks for each full year of service at CCC. Accrued credits in excess of the amount required for the current sabbatical leave may be carried forward. As an exception, the Elder Board may approve a leave without pay following sabbatical, which would extend the period of absence.

A sabbatical leave will not exceed six months, unless otherwise agreed to by the Elders Board.

A sabbatical leave will be granted only with the understanding that the recipient, immediately following the leave of absence, will return to CCC service for a one year period. Failure to return to CCC service for the required period will create an expectation that the Church and the recipient are able to negotiate a fair and equitable repayment of part or all of the amount of the compensation received or expenses paid during the sabbatical leave.

Vacation time will be accrued during a paid sabbatical.

Sabbatical leave credits for CCC pastoral staff will be accrued from the commencement of their ministry at CCC.

Compensation

Sabbatical leave salary is based on the employee's regular salary at the time of the sabbatical and it includes the usual benefits paid for by CCC. The recipient is responsible for any benefits not covered by the normal benefit policy.

The recipient may receive additional funds from scholarships and personal gifts. Any funds channeled through the Church must meet normal requirements of Canadian Customs and Revenue Agency pertaining to CCC's charitable status.

There is no monetary value attached to sabbatical accrual credit. Time accrued does not form part of any severance package that the Church may agree to when the pastoral relationship is ended.

Sabbatical leave may not be used as a means of augmenting personal income; a recipient may not accept gainful employment during a sabbatical leave.

This restriction does not apply to the following;

- a) A fellowship or personal grant awarded, which is not considered compensation for services.
- b) An individual may accept nominal honoraria.

Application

Application for a sabbatical is made in writing to the CCC Board and it is expected it will provide information on the project and the anticipated benefits of the project as a contribution to the applicant's increased effectiveness as a pastor at CCC.

Time is required to plan for adequate replacement pastoral staff coverage for an upcoming sabbatical leave. It is then expected that an application will be made in conjunction with the annual planning and budget process for the following year.

Report of Results

Within 90 calendar days following return, the recipient of a sabbatical leave will submit to the Elder Board a concise report of the sabbatical. This will include an account of activities during the leave, a statement of progress made on the project, and a statement of future plans for the project, perhaps including plans for completion and publication of the results.