



## *Sabbath Leave Policy*

Definition: A Sabbath Leave is a paid leave granted for the purpose of rest and renewal

- A. Whereas a Sabbatical Leave is a paid Leave granted for the purposes of scholarly activity, professional/pastoral training, research, spiritual growth and/or personal development, a Sabbath Leave is intended to be shorter in length and without the expectation of professional training and development.
- B. Terms: Sabbath Leave may not exceed 2 months; in addition, one additional month for vacation may be added to the total time away from normal responsibilities – 3 months in total.
- C. Individuals on Sabbath Leave will be paid 100% of stipend, housing and benefits. Individuals on Sabbath Leave will not be expected to vacate the rectory. The parish will pay the cost of pastoral coverage.
- D. It is expected that upon return from a Sabbath Leave, a minimum of one full calendar year of employment in the parish from which one was on leave will be worked.
- E. Persons eligible for Sabbath Leave must have been ordained Priest or Deacon for not less than 5 full years from the date of ordination and they must have served in their current appointment for not less than 3 full years. Clergy who have been approved and have taken a Sabbath Leave will qualify to reapply for another leave in 5 years providing they meet the requirements noted in items D. and E.
- F. An applicant for Sabbath Leave must submit a written request to the Bishop of the Diocese with a copy to the Territorial Archdeacon, not less than 2 months in advance of their anticipated date of departure, which includes the following:
- a. A written outline of all arrangements made to ensure adequate pastoral coverage during the applicant's absence from the ministry to which they have been licensed.
  - b. The written response by the Wardens to the applicant regarding the proposed Leave
- G. The applicant must receive approval from the Bishop prior to starting the proposed Leave.
- H. Sabbath leave should not coincide with Christmas or Easter without prior conversation with the Bishop before making application.