

**Sabbatical Policy**  
Calvin Christian Reformed Church  
1475 Merivale Road, Ottawa, Ontario, Canada K2E 5N9  
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**Introduction**

Council supports the view that it is important for pastoral staff members to have special time away from their regular responsibilities if they are to remain productive in their service to the church. It is consistent with this view, therefore, that from time to time the church should provide an opportunity for a period of extended professional development.

**Eligibility**

1. A member of the pastoral staff is eligible to apply for a three-month study leave at 100 per cent of basic salary in the seventh year (or later) of satisfactory employment at Calvin Christian Reformed Church. In exceptional circumstances, a leave of up to six-months may be granted at 75 per cent of full basic salary.
2. During the study leave period, health care, pension benefits, and housing allowance (if applicable) will be paid at the same percentage as the basic salary. Other benefits will be suspended during the leave period.
3. Annual vacation entitlement will not be affected by an approved study leave. However, a vacation period may not be combined with the study leave period and, therefore, may not come immediately before or after a study leave period.
4. In a multi-staff setting, only one pastoral staff member may take a Sabbatical in any given fiscal year.

**Application Procedure**

1. A written application must be submitted early enough to be approved for inclusion in the budget for the fiscal year in which the sabbatical is to take place. The application must include a detailed description of the professional development to be undertaken, including dates, location where the study is to take place and expected costs.
2. The application must include an objective assessment of the expected benefits of the project to the applicant and to the church.
3. The application must be submitted to the church's Staff Relations Committee. The committee will evaluate the application, agree on

- expenses to be paid and present a recommendation to Consistory/Ministry Board.
4. Sabbatical costs are included in the annual operating budget which must be approved by Council and the congregation.

**Obligations of the Staff Member**

1. Search out grants, donations/fund to offset sabbatical expenses.
2. Upon return from Sabbatical, the pastor will provide a brief report on the Sabbatical to the congregation. Not more than two months after the end of the study leave period, the staff member must provide a written report including expected benefits to the staff member and congregation. This report shall be delivered to Council.
3. Upon completion of the study leave period, the staff member is obliged to return to service in the church for a period equivalent to not less than four times the length of the study leave period. In the event the staff member chooses to leave his/her position in the church before the completion of this period of service, he/she must pay back a prorated portion of the salary and benefits paid during the leave period.