

Converge MidAmerica Sabbatical leave Policy

The purpose of a sabbatical leave is to strengthen the ministry of the Converge MidAmerica by providing for staff personnel a time for study, rest, personal growth and professional development. A sabbatical leave is an investment of the district in the development of the vision and leadership potential of its personnel.

Therefore Converge MidAmerica may grant 3 months sabbatical leave to the Executive Minister and full time Directors of Ministry for every 5 years of service to the district.

POLICY:

1. Sabbatical leave is available to the Executive Minister and full time Directors of Ministry.
2. The compilation for sabbatical leave time for current full time employees is retroactive to their date of employment. However, eligibility for sabbatical leave begins after 7 years of full time employment.
3. Full wages and benefits will be maintained for the duration of the sabbatical leave.
4. The sabbatical leave will be considered as an independent entity and is not a substitute for earned vacation time, nor may it be combined with vacation time. The sabbatical leave must be taken at one time and may not be divided into smaller increments of time.
5. In the event of departure from the employ of Converge MidAmerica before one additional year, the Director must reimburse the district for all sabbatical expenses.
6. When the Executive Minister or a Director of Ministry comes to the end of employment (voluntarily or involuntarily), accrued sabbatical leave time is forfeited without compensation.
7. Only 1 staff member at a time may be gone on sabbatical leave.

Converge MidAmerica

Sabbatical Leave

Application

Note: This application is to be submitted to the Executive Minister or Executive Committee Chairperson six months prior to the date of the sabbatical leave.

Applicant Name _____

1. Date of Sabbatical Leave

Begin: _____

End: _____

2. Sabbatical Leave Purpose and Plan

Following instructions in sabbatical leave policy guidelines, state purpose and dates for study, recreation, family life, travel plans, etc.
(Use separate page)

3. Applicant agrees to not accept any remunerative employment during scheduled leave.

4. Applicant agrees to serve full time in Converge MidAmerica ministries for a minimum of one-year following the sabbatical leave.

Applicant signature

Date

Approved: _____
Executive Minister

Date

Approved: _____
