



GRACE COMMUNITY CHURCH
FULL TIME SUPPORT STAFF
SABBATICAL LEAVE POLICY
POLICY

POLICY PER P-8
Adopted: 9/18/22
Reviewed: 1/20/23

Sabbatical leave is periodically granted to full-time support staff with the following intentions:

To give time to Support Staff for professional and personal enrichment in accordance with the biblical principal of rest and refreshment embodied in the Sabbath. (*Genesis 8:7-4a, Exodus 20:8-11, Leviticus 25:1-7*)

To encourage longevity and a commitment to growth and excellence among the Support Staff at Grace Community Church.

To encourage and ensure the development of ministry teams to do the work of ministry at Grace Community Church.

To further the ministry objectives of Grace Community Church

Policy:

Eligibility and Requirements: All full-time Support Staff in good standing are eligible to apply for a sabbatical leave at the end of every seven years of employment, beginning with the first year of their full-time Support Staff role. A written proposal regarding how the Sabbatical will be spent and the proposed dates of the sabbatical leave should be submitted to the Sabbatical committee at least six months in advance to allow for arrangements to be made for the staff member absence.

The Written Proposal: The proposal should simply answer the question as to how the support staff intends to rest and rejuvenate during their time. In addition, a detailed explanation should be included of how work assignments will be filled during the support staff absence.

Sabbatical Committee: The sabbatical Committee should consist of at least four people including the Elder Chair, the Lead Pastor, a Human Resources Representative and the Direct Supervisor of the support staff. The Elder Chair may also designate another elder to sit on the committee.

Length: A Sabbatical leave will be a maximum of 45 calendar days in length away from the usual and customary labors of ministry.

Report on Sabbatical: Support Staff returning from Sabbatical leave will report verbally and in writing to the sabbatical committee and any other appropriate ministries within 2 months of returning regarding the activities and benefits of the Sabbatical period.

Scheduling of Sabbatical leave shall be based on seniority in consideration of areas of responsibilities at GCC . At most, no more than one month overlap of two support and or pastoral staff may be on sabbatical leave at the same time.

Benefits During Sabbatical: During Sabbatical Leave all employment benefits will continue to accrue at a normal rate according to the individual employee's benefits package.