



Sabbatical Leave Guidelines for Pastors Serving a Call

Definition:

A sabbatical leave is a paid leave granted in recognition of the need for, or the beneficial effects of, time away from the regular duties of a call following a time of continuous service in that call.

Eligibility:

1. Six continuous years in a full-time call.
2. Consultation with the Bishop of the Synod and the salary- paying source.
3. Availability of replacement service to the call.

Purpose:

1. Rest and refreshment
2. Travel
3. Study

Duration:

1. From three months up to one year.
2. The duration may be extended by an annual holiday taken at the normal time for that holiday.
3. In any calendar year, any annual holiday entitlement shall be reduced in proportion to that part of the year spent on sabbatical leave.

Funding:

1. At least 50% of the regular salary shall be paid by the usual salary-paying source for the duration of the sabbatical leave.
2. In addition to the salary paid, the pastor's ELCIC study fund may be accessed if appropriate.

Benefits:

1. All the benefits other than travel allowance shall continue in full during a sabbatical leave.
2. All contributions to ELCIC plans will be deducted and paid by the salary- paying source based on full salary as allowed by those plans.
3. Income Tax, CPP, and EI deductions and payments will be made according to the Federal regulations governing those payments.

Applications:

1. Written application to the salary-paying source, with a copy to the Bishop's office, shall be made at least six months prior to the start of the requested leave.
2. The Synod shall provide an application form which will require the pastor to outline a "sabbatical program".
3. The Bishop may appoint a consultant to help the pastor and salary-paying source in the planning of a successful implementation of the sabbatical leave, and in the planning of supply to the call.

Note: It is important that a sabbatical leave is viewed by both the pastor and the salary-paying source as part of the pastor's call. The pastor should consequently play a central role in the planning for supply to the call during the leave.

APPLICATION FOR SABBATICAL LEAVE

By an ordained pastor of the Saskatchewan Synod of the Evangelical Lutheran Church in Canada

Applicant's Name:

Address:

Office Phone:

Home Phone:

Salary Paying Source:

Address:

Phone:

Requested sabbatical dates:

Description:

Arrangements made according to Saskatchewan Synod Guidelines? (Yes/No)

If "No", with the following variances:

Signed:

Date: