



Sabbath Rest Policy

Policy

The Sabbath Rest Policy (also called sabbatical) of CCMBC sets forth the guidelines for eligibility, sabbatical length, the application process and compensation and benefit eligibility. (Also see Professional Leave Policy.)

Purpose

Based on the foundation of Old Testament scripture, Sabbath rest is an important aspect of our spiritual walk. CCMBC recognizes the amount of responsibility that leaders have been given, and wants to give them the opportunity to take a time of rest.

Sabbath Rest Leave provides a leave of absence with pay for the purpose of rest and replenishment in accordance with principles from scripture. . A sabbatical is a privilege provided to senior level employees of CCMBC.

Scope

The Sabbatical Policy is for Groups 1-3 employees of CCMBC.

Responsibility

Directors and the Executive Director

Procedure

The following positions within CCMBC may be eligible for a Sabbatical Leave:

- Group 1 & 2 & 3

An employee in any of the above positions who has been continuously employed with CCMBC on a full-time basis for a minimum of 5 years may be eligible for a 3 Month Sabbatical Leave for Group 1 & 2, and 2 months for Group 3 from their position with the CCMBC.

A Sabbath Rest Leave is a privilege, not a right. It is not granted automatically nor is it to be a written or "understood" part of any contract. Leave time does not accrue. Any expenses incurred with a Sabbath Rest Leave, such as travel fees, shall be the employee's responsibility.

Application

An application for sabbatical leave must be submitted to their Director. (Group 1 submits to the Executive Board.)

Approval of sabbatical will be left to the Executive Director for all staff or the Executive Board of CCMBC in the case of the Executive Director. The application will be evaluated and determination of approval will be based on such factors as benefits of the sabbatical to the employee and CCMBC, timing and availability of position coverage, etc.

Scheduling and Planning

If approved, the Executive Board or Executive Director will determine a period of time that is most compatible with the normal work cycle of CCMBC for the time-frame of the sabbatical. A work-coverage process will be developed in each situation depending on the employee's position and availability of internal coverage.

Upon the return, the employee is expected to work for CCMBC for a minimum of 1 year. Vacation is not accrued during the Sabbatical.