

Sabbath Rest Policy

Policy

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

Purpose

Based on the foundation of Old Testament scripture, Sabbath rest is an important aspect of our spiritual walk. ONMB 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 ONMB.

Scope

The Sabbatical Policy is for the Executive Director of ONMB.

Responsibility

The Executive Director

Procedure

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

An Executive Director who has held the position continuously employ with ONMB on a full-time basis may be eligible for a 3 Month Sabbatical Leave every 5 years from their position with the ONMB.

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 the Board.

Approval of sabbatical must be submitted to the Board of ONMB. The application will be evaluated, and determination of approval will be based on such factors as benefits of the sabbatical to the employee and ONMB, timing and availability of position coverage, etc.

Scheduling and Planning

If approved, the Board will determine a period of time that is most compatible with the normal work cycle of ONMB 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 ONMB for a minimum of 1 year. Vacation is not accrued during the Sabbatical.