

Appendix 12

Sabbatical Application

Please write a proposal that addresses the following items for your proposed sabbatical.

1. A summary of the activities the employee will undertake during the sabbatical leave.
2. A statement of the specific goals and anticipated benefits to the employee and their service to the denomination.
3. Any other details that may affect the approval of the Executive Director, such as the contiguous vacation or professional development time mentioned in Term number 7 above.
4. Upon approval, a plan for coverage of the employee's duties and responsibilities as discussed in Term number 4 above.
5. The employee applying for sabbatical leave shall present a plan for coverage of his/her responsibilities during the sabbatical period to the Executive Director for review and approval. It is important that there be coordination of duties with the remaining ministry leadership staff and with the church calendar. Except in unusual circumstances, such coverage shall utilize existing staff.