

**Sabbatical Policy for the Florida-Georgia District Staff**  
**Adopted by the FL-GA District Board of Directors, June 2003**

- 1) The opportunity for sabbatical shall be provided for all full-time executive staff (as defined by the Board of Directors) within the Florida-Georgia administrative structure.
- 2) The opportunity for sabbatical shall be offered within the first 4-7 years of continuous service to the Florida-Georgia District. Time of continuous service shall be counted retroactive to the beginning date of service as executive staff at the time of adoption of this policy. Thereafter, sabbaticals shall be offered in 7-year intervals.
- 3) Sabbaticals shall have duration of 3 months. It is believed any less time would not give the worker sufficient time to experience the benefits of the sabbatical experience, while more time could begin to have a negative impact on the ongoing ministry needs of the District. Sabbaticals will be planned at such time as the worker determines, in consultation with the District president, to have the least impact upon the effectiveness of his/her labor. This shall not affect or alter vacation time, although vacations shall not normally be taken immediately preceding or succeeding the sabbatical. In the event that the District President is eligible for sabbatical, he shall present his plans to the District Board of Directors following the same constraints and guidelines as pertain to other workers.
- 4) It is recommended that sabbatical planning should begin at least a year in advance and shall be arranged with the District President and approved by the Board of Directors. Sabbaticals shall be staggered so that more than one staff person is not absent at the same time.
- 5) Workers on sabbatical shall receive full compensation.
- 6) It is understood that part of the planning process for the sabbatical will include arrangements to "cover" the worker's ministry tasks. Hopefully, District staff shall work as a team to cover other urgent responsibilities as they arise.
- 7) The District Board of Directors shall establish a line item in the budget for sabbatical leave. This will include funding for tuition, travel, necessary interim services, etc. To assist the District in funding approved plans for sabbatical leave, securing support from outside sources (grants, etc.) shall be encouraged.
- 8) Following the completion of the sabbatical, the worker shall submit a written report to the District president detailing goals that were accomplished, impacts on future ministry, plans for sustaining personal, spiritual and physical health toward a more joyful, faithful and vital ministry. In the case of the District president, he shall submit his report to the District Board of Directors.