

## SABBATICAL REQUEST FORM/APPLICATION

As per Section 6.2.9 of the Common Personnel Policies, after five years of continuous exempt service or after five years of continuous exempt service since the previous sabbatical, an exempt employee in compensation grades 8 and above is eligible to submit a plan for a sabbatical leave with three months of full salary. No additional funds are available. The employee is expected to continue in the ministry they are serving for one year following the sabbatical. A sabbatical should be used as a time of study, reflection and renewal. It is not intended to be an extension of vacation. The activities planned during this time should relate to the mission of the church-at-large, or enhancement of performance or job/leadership skills.

**Employees eligible for sabbatical, as outlined in the Common Personnel Policies, should apply for such leave six months in advance of the planned sabbatical date.** To apply for a sabbatical leave, complete the request form below and return it along with your sabbatical plan to the Collegium Officer for review and approval. If you are approved for sabbatical leave, the Collegium Officer will notify you and provide you and your supervisor (when applicable) with a copy of the approved Sabbatical Request Form. The Collegium Officer will forward the approved Sabbatical Request Form and the employee's Sabbatical Plan to Human Resources for the employee's personnel file.

Sabbatical Request Form to be completed by Employee		
Print Name:	Date:	Team:
Have you completed five continuous years of service or five continuous years since your last sabbatical?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your sabbatical plan meet the criterion as defined in the Common Personnel Policies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you requesting 3 consecutive months of sabbatical? If no, please describe:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
List the dates that you are requesting for sabbatical.	Start date	Return date
Have you provided relevant information about your work to your supervisor to aid in coverage of work during your sabbatical? If not, indicate date supervisor can expect it. Date: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you attached your Sabbatical Plan to be approved by the Collegium Officer? If no, explain.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I agree to follow all policies and procedures related to sabbatical leave as outlined in the United Church of Christ Employee Handbook (Common Personnel Policies).

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**Sabbatical Application/Request Form to be completed  
by the Collegium Officer in consultation with  
Supervisor and/or Team Leader**

Sabbatical Checklist		
Sabbatical eligibility has been confirmed by Human Resources Office?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employee's sabbatical <b>Plan</b> is attached and has been reviewed and approved by the Collegium Officer. If no, explain.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employee has signed the application to abide by all sabbatical leave policies and procedures as stated in <i>Section 6.2.9 of the Common Personnel Policies</i> .	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Plan for coverage of work while employee is on sabbatical leave has been discussed and implemented by the employee's supervisor, team leader, and the Collegium Officer.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dates for sabbatical as requested by the employee have been approved by the Collegium Officer? If no, indicate the reason below. Collegium Officer may suggest alternative dates.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does employee requesting sabbatical have vacation to be used within the year?  If yes, list the approved vacation dates below: _____ to _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is staff presence required at particular events or meetings during the sabbatical period?  If yes, please explain:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

