

**Sabbatical Leave Policy**  
Cedarcreek Community Church  
*January 21<sup>st</sup>, 2020*

As part of the church's employment practices, Cedarcreek establishes a Sabbatical Leave program, as follows:

Qualifications and Administration:

1. Ordained Pastors, both full and part-time, are required to take a Sabbatical every 4 years.
2. A Sabbatical leave will be 8 weeks. Formal requests for additional time can be made and will be approved by the Board of Trustees.
3. A Sabbatical is in addition to, not a replacement of, regular vacation as detailed in Cedarcreek's Employee Manual.
4. Full salary and benefits will be paid during the Sabbatical Leave.
5. All expenses of the Sabbatical Leave are to be borne by the Pastor.
6. A Pastor will complete and submit a plan for Sabbatical Leave, to be approved by the Board of Trustees.

Application Requirements:

1. An Ordained Pastor who meets the Qualifications will submit a plan to the Board of Trustees, containing the following:
  - a. Dates of Sabbatical Leave,
  - b. Plan for covering job responsibilities during Sabbatical Leave,
  - c. Sabbatical Leave itinerary,
  - d. Identification of Sabbatical Support Team.
2. A plan for Sabbatical Leave should be submitted at least 2 months prior to the beginning of the Leave.

Post-Sabbatical:

1. The Pastor will resume his normal duties at the end of his Sabbatical Leave.
2. The Pastor will submit a report to the Board of Trustees, containing at least the following:
  - a. General report of activities and events during the Leave,
  - b. Benefits and struggles of/during the Leave,
  - c. Suggestions for future Leaves, and/or Policy changes.