

Addendum 4

Cooperative Baptist Fellowship of North Carolina

Sabbatical Leave Policy

Biblical Grounding

Sabbatical is a time for rest and renewal and supports future growth. “Sabbatical” means “seventh”. Sabbatical leave is an extension of the biblical concept of a Sabbath day and a Sabbath year for renewal. It is both an act of faith that God will sustain us through a period of reflection and changed activity and an occasion for recovery and renewal of vital energies.

Policy

- 1) A sabbatical leave is understood to be a time of release from normal duties in order that a coordinator may devote time to renewal and study. No coordinator is obligated to take a sabbatical leave.
- 2) A sabbatical leave is understood as an integral and important part of an overall strategy for enhancing the mission of CBFNC through coordinator renewal, development, and growth.
- 3) Ministry coordinators will be eligible for sabbatical leave of up to three months (13 weeks) after having continuously served CBFNC for six years. Thereafter, a coordinator will be eligible for further sabbaticals every seventh year.
- 4) Sabbatical leaves are not granted automatically, but will be evaluated, approved, and administered by the Coordinating Council in conjunction with the Personnel Committee.
- 5) No two coordinators may be on sabbatical leave during the same period of time.

Procedures

- 1) Sabbatical leave procedures are to be considered flexible so as to accommodate unusual opportunities that may develop.
- 2) Since all of CBFNC is ultimately enriched by the coordinator’s sabbatical leave, it is expected that there be shared planning with the coordinator’s colleagues and interested CBFNC council members.
- 3) Coordinators seeking sabbatical leave will submit a written proposal to the Coordinating Council providing adequate notice of the requested sabbatical so as to allow for necessary coordination and budgeting for the proposed leave. If possible, leaves

should be requested and approved to allow for inclusion in the following year's budget. Notice of at least 6 months is encouraged.

4) Proposals to the Coordinating Council should include the following:

- A) Personal objectives and program objectives.
- B) A description of the major elements of the experience.
- C) Proposed beginning and end date.
- D) Suggestions of how current job responsibilities will be handled during leave.
- E) An estimate of any anticipated budgetary implications.

5) Sabbatical leave is separate and distinct from personal enrichment, continuing education, and vacation. However, due to the requirements placed upon CBFNC employees, personal enrichment and continuing education time will be forfeited during a sabbatical year. Vacation time will not be forfeited.

6) The coordinator will continue to receive normal compensation and benefits during the period of the sabbatical leave.

7) Expenses incurred by the coordinator associated with the sabbatical such as travel, tuition, etc. may be budgeted and paid by CBFNC upon review by the Coordinating Council. Non-covered expenses will be reimbursable up to 5% of the coordinator's salary.

8) Within a month of return from the sabbatical, the coordinator will submit a written report and evaluation of the leave to the Coordinating Council. The coordinator will also share with the CBFNC staff reflections upon the value and benefits of the sabbatical.