



## ARCHDIOCESE OF REGINA

<b>Policy Name:</b>	Leaves: Sabbatical Leave	<b>Number:</b>	S4-24
<b>Policy Type:</b>	Employment Benefits and Protection of Employees	<b>Date Approved:</b>	February 2017
<b>References:</b>		<b>Date Revised:</b>	

**Policy Statement:** The Archdiocese of Regina recognizes that due to the nature of the work performed by Archdiocesan employees, there is an ongoing need for educational upgrading. In view of this, leave for developmental purposes may be requested.

**Sabbaticals:** The Archdiocese recognizes the need and the benefits for employees to renew their physical, emotional and spiritual well-being. The purpose of a sabbatical is to enrich and enhance the employee's ongoing ministry with the Archdiocese. The sabbatical shall be directly related to the ministry in which the employee is engaged.

**Long Term:** A long term sabbatical is designated for educational upgrading as deemed necessary by the Archdiocesan Administration. Long-term sabbaticals are one (1) week or longer in length. Long term sabbaticals are unpaid.

**Short Term:** Employees will be provided with educational upgrading as deemed necessary by Archdiocesan Administration and/or may help to attend workshops, seminars, conferences pertaining to their specific area of work.

**Eligibility and Conditions for Long Term Sabbaticals**

- a) An employee must be in the employment of the Archdiocese for no less than seven (7) years.
- b) Applicants must prove that the proposed area of study is of direct relevance to their areas of ministry.
- c) Where appropriate, a written recommendation from the employee's supervisor should accompany the request for a sabbatical.
- d) The sabbatical will not exceed one (1) academic year.
- e) The sabbatical period will ordinarily commence with the program year of the institution at which the employee will be studying.
- f) The employee will retain his/her seniority or current position during the sabbatical period.

g) The agreement shall be in the form of a written contract.

***Procedure:***

- a) Applications for sabbaticals shall be submitted not later than six months in advance of the proposed sabbatical. (Appendix P)
- b) The applicant will include a letter providing the rationale for the study time and how he/she sees this having an impact on their ministry and a detailed outline of the proposed area of study.
- c) Applications are to be submitted to the appropriate supervisor.
- d) Recommendations from the employee's supervisor will be passed on to the Archdiocesan Administration for a final decision.

***Financing:***

The employee is responsible for all financing.

***Employee Benefits:***

Refer to Policy S4-21: "Impact of Military Reservist Leave on Employee Benefits" Section Two.