

## SABBATICAL LEAVE

Sabbatical leave is a significant benefit provided to full-time employees who are self-supported, allowing them a dedicated period for rest, spiritual renewal, and professional vision casting. This leave is designed to promote long-term effectiveness and personal well-being.

- **Eligibility:** Full-time self-supported employees are eligible for a sabbatical after every seven years of continuous service with GoTEN.
- **Duration:** The sabbatical leave is three months, divided into three focused segments:
  - **Rest (1 month):** This segment is intended for complete rest and disengagement from regular duties to recover from long-term work stress and fatigue.
  - **Spiritual Renewal (1 month):** In this period, employees are encouraged to engage in activities such as spiritual retreats, counseling, or seeking God's direction for their future ministry.
  - **Vision Casting and Preparation (1 month):** This final segment focuses on planning and preparing for future ministry efforts, including setting new goals and strategies for their return to work.
- **Planning and Approval:**
  - **Sabbatical Plan:** Employees must submit a sabbatical plan detailing their intended activities for each segment of the sabbatical to HR and their Supervisor at least six months in advance.
  - **Approval:** The sabbatical plan requires approval from HR and the employee's direct Supervisor. The approval process ensures alignment with GoTEN's mission and the employee's personal development goals.
- **Requirement and Encouragement:** Sabbaticals are highly encouraged and considered beneficial for both personal growth and organizational health. In some cases, taking a sabbatical may be strongly recommended or required to ensure staff well-being and sustained effectiveness in their roles.