

TMS Global

Home office staff policy:

Sabbatical Policy

A sabbatical is a period of one (1) month or three (3) months of paid leave that represents an opportunity for renewal, education, personal development, and/or refreshment. The time away may include vacation, silence/solitude, educational training, or preaching/teaching, depending on the goals of the sabbatical and as approved in the employee's sabbatical plan.

Vacation will be limited to three (3) weeks during a year that you take a sabbatical, and sick time will not accrue while you are on sabbatical. Education and Ministry Leave are not available during the year containing the majority of your sabbatical. Pay granted during this time will be considered taxable income. Sabbatical-related expenses such as tuition, travel, meals, lodging, and transportation will not be reimbursed from the unrestricted fund.

Options

- There is an option for a one (1) month sabbatical every five (5) years or a three (3) month sabbatical every seven (7) years.
- Sabbaticals are granted on a case-by-case basis depending on organizational needs and capacity.
- Cross Cultural Workers' time may count toward sabbatical eligibility, but only after at least three (3) years on staff.

Qualifications

- Full-time with five (5) continuous years of service for a one (1) month sabbatical or seven (7) continuous years of service for a three (3) month sabbatical
- Satisfactory or above-average performance appraisals
- Arrangements must be made to cover all essential job duties/functions. These are to be clearly communicated to all stakeholders.
- A sabbatical plan must be submitted in writing, including personal objectives and how the sabbatical will enhance the employee's performance in their role.
- Approval must be granted by the Supervisor and the President.

- President sabbaticals must be approved by the Board's Governance Committee.
- A sabbatical may only be taken once every five (5) or seven (7) years, depending on the length.
- Sabbatical time does not accrue and is not paid if untaken.

Cross Cultural Worker Sabbatical Policy:

It is the privilege of each CCW after seven years of service on the field to take a sabbatical for the purpose of restoration, education, or discernment. After consulting with and receiving permission from the Team Leader or partner, and the Sr. Director of Global Engagement, sabbatical planning may begin. The Sr. Director of Global Engagement, as well as your team leader or partner, must be involved in the planning and preparation for your sabbatical. Sabbaticals must include a plan for withdrawal from ministry responsibilities, as well as intentional actions toward a desired goal. Sabbaticals should be at least 12 weeks and not longer than 9 months