



YOUTH FOR CHRIST
INTERNATIONAL

YFCI Sabbatical Policy

Version 1.0

Approved by the YFCI WLT – July 2024

YFCI Sabbatical Policy

Summary

There are three complimenting documents associated with taking sabbaticals: 1) This Policy, 2) [Workbook](#), 3) [Request Form](#). The policy and workbook should be read before completing the request form.

This policy is intended for the Youth for Christ International Office, as outlined in the YFCI Handbook, which includes the Area and Regional offices. YFCI is a people organisation practising wellness and positive work-life balance. Other YFC national ministries may want to adapt this policy for their own national work culture.

Sabbatical Purpose

Youth for Christ International (YFCI) supports employees in maintaining personal wellness and renewed creativity. Sabbaticals are uninterrupted or minimally interrupted dedicated time given to an employee with the intention of enhancing/renewing their professional or personal life. A sabbatical is not for a packed schedule of studying, nor for 10 hours a day of video games! It is about wellness, holistic renewal, time with God, and rest.

Is a Sabbatical the right option?

There are other options for time away including:

- Vacation
- Sick Time
- Family Leave

Is a Sabbatical a privilege or a right?

- Sabbaticals are not an automatic right of employment, nor may an employee consider sabbatical benefits to be part of any benefits available to them upon termination.
- An employee may not receive cash in lieu of time off for a sabbatical. Sabbatical leave cannot be converted into cash benefit upon separation of employment.
- The granting of a sabbatical is dependent on the employee's operational requirements (work duties) at the relevant time.
- Requests will not be automatically granted, even where an employee meets all the eligibility criteria. The employee, their manager, and HR will discuss, discern, and decide.

Eligibility & Time Allotment

A sabbatical is a single period of extended independent time agreed upon between an employee, their manager, and the Director of HR. Sabbaticals are not a legal entitlement and are for qualified employees based on the following criteria:

1. Full-time missionary who raises 100% support and members of the WLT:
 - a. Up to 3 month sabbatical every 7 years
2. Full-time staff that are not raising 100% support:

- a. 4-week allotment every 4 years, with the option to add in up to 2 weeks of vacation.

Note: Seniority applies from other YFC entities, but staff *must* work for YFCI for a minimum of 3 years before taking a sabbatical.

Application & Request Process

Approval for a sabbatical should begin during the Employee's Annual Review session. An eligible employee requesting a sabbatical will fill out the [Sabbatical Request form](#) preferably 6-12 months (no less than 4 months) before the proposed sabbatical is to commence, and when possible during the calendar year prior to the proposed leave. This will allow for budget planning to accommodate the employee's absence from service. In the case of the President, the President will make their request directly to the Board.

Note: The application will inform HR, who will confer with the employee's supervisor and CEO for final approval.

Appeal Process

If an employee's **request is refused, they may submit an appeal** to the Head of Human Resources within 5 working days of receiving the decision from the manager or director. In such a situation the Head of Human Resources will review the situation with the President and the President's decision will be final.

Sabbatical Conditions

- Approval may not be granted for multiple employees per team or department at one time. *Approval for multiple employees on one team will be granted at the discretion of department heads and Human Resources.*
- The length of the sabbatical may be up to 3 months of continuous leave. See above for employee class eligibility. See the [Sabbatical Workbook](#) to assist with planning your sabbatical.
- The employee must keep in touch with the Sabbatical Advisor during the sabbatical at defined intervals.
- The employee on sabbatical is understood to be free of ongoing responsibilities related to their position.
- The employee on PAID sabbatical SHALL NOT engage in other paid work.
- Sabbatical arrangements will not affect unforeseen organisational changes, such as layoff or reorganisation.
- A sabbatical cannot be accrued to take a longer sabbatical.

Employee Benefits

The position held by the employee at the beginning of the sabbatical is guaranteed to the employee at the same rate of pay and conditions as when the sabbatical began.

During the sabbatical, YFCI will provide 100% of the employee's salary, plus the employee's current benefits. Vacation and sick leave accruals will pause during the sabbatical.

Sabbaticals have a start and end date.

How to Return to Work After Sabbatical Leave

The needs of the organisation will continue to exist during your sabbatical. Someone may be appointed to replace you on a temporary basis during the sabbatical.

Before the employee departs for the period of the sabbatical, the employee and manager **must agree on when and how the employee will return to the workplace.**

This policy is effective January 1, 2024. Any employee who would like to take a sabbatical in the next 12 months would need management approval during a quarterly or annual review.

END OF POLICY