Discussion Questions for Developing Sabbatical Policy

Please note that the following questions are just a starting point to aid in developing a Sabbatical Policy.

**Framework**

What is the purpose of a Sabbatical?
How does a Sabbatical benefit relate to other benefits (e.g., Sabbatical/Annual leave)?
What is the length of the Sabbatical period?

**Eligibility**

What positions should receive the benefit?
What interval of time does the individual have to be in a work status between each sabbatical period?
What impact would planned retirement have on eligibility?

**Sabbatical Plan**

What should the Sabbatical plan contain (e.g., Study, Activities, Individual Growth, Coverage/Fill-in)
What is the approval process for Sabbatical plan?
What is the plan process timing?

**Financial Support**

What is the impact on the individual’s compensation and benefits?
What is the impact on paid replacement?
What is the church’s support for individual Sabbatical related expenses?

**Reporting**

What reports are required for church organizations?
What should the report contain?
What is the reporting process timing?