

## **Sabbatical Policy**

Pilgrim Christian School

Adopted June 23, 2008

- 1 A staff member who has served at least 3/4-time for 6 or more years is eligible for a sabbatical leave.
- 2 No more than one staff member from either campus will be granted sabbatical leave in the same year. If more than one staff member applies for a sabbatical leave, the staff member who has been with PCS the longest will be given priority.
- 3 A staff member taking sabbatical leave agrees to serve at PCS, and PCS agrees to hire the staff member, for two years following the sabbatical leave. The position given may not be the same as the previous one, based on the need at the time.
- 4 The principal, board representative, and the staff member requesting sabbatical leave will craft a plan for the sabbatical leave year. The goal of the sabbatical leave, and hence of the plan, will be to revitalize and enhance the staff member's capacity to serve at PCS. Possible options for sabbatical activities include (All of these activities need to be monitored to ensure that the sabbatical time will restore rather than drain the teacher.):
  - 4.1 Continuing education (either at an institution or in personal reading/research)
  - 4.2 Part-time teaching or non-teaching position in a cross-cultural context.
  - 4.3 Research and/or writing for publication.
- 5 Compensation will be based on the projected amount of time and expense involved in the planned activity (e.g., helping a new school in India would get more compensation than going to Faith-Builders Winter Term while working a full-time non-education job the rest of the year.).
  - 5.1 Other aspects of normal compensation (e.g., medical coverage) will be suspended during the sabbatical leave year.
  - 5.2 A completed plan involving at least 1/2-time will count as a year of experience on the salary scale.
- 6 No compensation will be paid in lieu of taking a sabbatical leave.
- 7 The standard contract renewal will be offered in December of the sabbatical leave year.
  - 7.1 If the staff member chooses not to renew for the following year, no reimbursement for expenses will be paid and the sabbatical plan agreement is nullified.
  - 7.2 If the contract is renewed, compensation will then begin monthly, based on the arrangement established in the sabbatical leave plan.
- 8 As an employee of PCS, the staff member taking sabbatical leave is accountable to the principal and board representative for the fulfillment of the sabbatical leave plan.
  - 8.1 The staff member will be in regular (at least monthly) communication with the principal and/or board representative.
  - 8.2 The staff member will write monthly reports indicating progress on the plan that the principal can submit to the board at their monthly meeting.