

ROSEDALE UNITED CHURCH

STUDY LEAVE POLICY (2004)

1. All ministerial staff members are entitled to a maximum of 3 weeks study leave each year. For part-time ministerial staff a week is equivalent to the number of days they are employed a week.
2. Ministerial staff members are encouraged and expected to seek out professional development opportunities and to request study leave.
3. All ministerial staff members must request leave in writing before booking or registering for courses. The request would be a brief (often less than one page) description of the purpose of the study leave, dates, and expected outcomes. Provided that leave does not interfere with the needs of the church, permission for leave will be granted.
4. Professional development opportunities that are considered eligible for study leave by the Board of Rosedale United Church are:
 - a. Courses conducted by, accredited by or recommended by the United Church or Emmanuel College
 - b. Courses by other institutions or groups relevant to your ministry
 - c. Courses for professional or personal development. Included in the rationale for choosing this course would be: reasons for needing the course, description of the group giving the course, expected outcomes, and learning objectives)
 - d. Research and/or reading relevant to your ministry. In this situation the rationale would include the reason you want to do this research, a bibliography or list of research materials or interviews, expected outcomes and learning objectives.
 - e. Retreats such as spiritual, religious or contemplative retreats are also eligible especially those associated with recognized retreat centres
5. Study Leave should not be confused with vacation time. Should a member of the ministerial staff require extra vacation, sick leave or personal leave, they should request that specifically. There are provisions through the United Church and with M&P for assessing the need for other types of leave.

March 3, 2004