

A policy on sabbatical study leave for core staff

This policy was agreed at a meeting of the Council of SWMTC on 14th June 1999.

1. The Council of the SWMTC is committed to encouraging excellence in theological education for all those connected with the Course. In particular, it recognises that the core staff is the vital resource for the delivery of this education. The Council is therefore committed to enabling them to engage in study and research for the benefit of the Course and the wider Church.
2. The Council approves the policy that all core staff, full time and part time, will be entitled to two weeks of paid study leave for every full year employed by the SWMTC, to a maximum of ten weeks or five year's employment. To maximise the benefit to the Course, where core staff are on 5 year contracts they will normally be encouraged to take their full sabbatical entitlement in their third year of employment. If core staff have their contracts renewed the timing of a second sabbatical will be explored at this point.
3. Study leave will be arranged with the Principal at times mutually agreeable and will need the approval of the Council. Study leave for the Principal will be arranged with the Chair of the Council and need the approval of the Council.
4. In a small institution with few core staff a considerable additional burden is placed on staff to cover the teaching and tutoring in another member's absence. The Council will do all in its power to reduce this extra workload.
5. Obtaining funding for study leave will be the responsibility of each member of staff. The Council is committed to budgeting 1% of core staff salaries and placing it in a sabbatical fund, to be used at the discretion of the Council. The principal contribution of the Course is to continue to pay the staff member's salary during the period of study leave.