# Sabbatical Leave Policy

## Introduction

At ***[Organization Name]***, we recognize the value of our employees and the important role they play in achieving our goals. A sabbatical leave is an extended break from work granted to employees to allow them to pursue personal and professional development goals or other interests. The purpose of this policy document is to outline the guidelines and regulations surrounding sabbatical leave within our organization. The policy recognizes the importance of employee well-being, personal growth, and development, and aims to support employees' pursuit of these goals while maintaining business continuity. This policy applies to all full-time employees who have been employed with ***[Organization Name]*** for a minimum of ***[eligible number]*** years.

## Purpose

The sabbatical leave policy is designed to provide eligible employees with the opportunity to take extended leave from work to pursue personal or professional growth and development opportunities. The purpose of this policy is to support employee wellness and engagement while ensuring that essential work continues to be performed.

## Scope

This policy applies to all eligible employees of ***[Organization Name]*** who have completed a minimum of ***[Months or Years]*** of service.

## Policy Details

### **Eligibility**

Employees who have completed a minimum of ***[Months or Years]*** consecutive years of service are eligible to apply for sabbatical leave. Employees must apply for sabbatical leave at least six months in advance of the proposed start date.

### **Duration**

Sabbatical leave may be granted for a minimum of three months and a maximum of twelve months. The duration of the leave must be mutually agreed upon by the employee and their supervisor.

### **Compensation and Benefits**

During sabbatical leave, employees will receive a percentage of their regular salary, based on their length of service as follows:

* 5-9 years of service: 50% of regular salary
* 10 or more years of service: 75% of regular salary

Employees will continue to be covered by***[Organization Name]***’s group health insurance plan during sabbatical leave. However, other benefits, such as life insurance, may be suspended or terminated during the leave period.

### **Accrual of Benefits**

Employees on sabbatical leave will continue to accrue vacation and sick leave benefits based on their regular work schedule. However, the accrual of other benefits, such as seniority and pension, may be affected by the leave period.

### **Return to Work**

At the end of the sabbatical leave, employees will return to their previous position, or an equivalent position if their previous position is no longer available. Employees must return to work for a minimum of six months before becoming eligible for another sabbatical leave.

### **Application Process**

Employees must submit a written request for sabbatical leave to their supervisor at least six months in advance of the proposed start date. The request must include the purpose of the leave, the proposed duration, and the intended outcome. Employees must also include a plan for how their work will be covered during their absence.

### **Supervisor Approval**

Supervisors will review all requests for sabbatical leave and determine whether the request can be accommodated based on business needs. Approval of sabbatical leave is at the discretion of the supervisor and is subject to business requirements.

## Related Laws and Regulations

The Sabbatical Leave Policy at ***[Organization Name]*** is compliant with the following laws and regulations:

* Family and Medical Leave Act (FMLA)
* Fair Labor Standards Act (FLSA)
* Collective bargaining agreements
* State laws

## Disciplinary Action

Disciplinary actions may be taken if an employee violates company policies while on sabbatical leave. These actions can range from verbal and written warnings to suspension or termination of employment. Employees are expected to adhere to company policies, and failure to do so may result in disciplinary action.

## Declaration

I, ***[Employee Name]***, have read and understand the company's sabbatical leave policy. I understand that this policy outlines the eligibility criteria, application process, and expectations for employees while on sabbatical leave. I also understand that if I violate company policies while on sabbatical leave, disciplinary action may be taken, up to and including termination of employment.

I hereby declare that I will comply with all company policies, rules, and procedures while on sabbatical leave. I will use my sabbatical leave to engage in activities that will support my personal and professional growth, and I will return to work prepared to resume my responsibilities.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**