**Sabbatical Leave Policy**

**Policy Brief**

[*Company name*]’s sabbatical leave policy outlines the requirements and procedures for offering paid sabbatical leave to our employees. This type of leave is offered separately from sick leave, paid time off, and vacation time and only applies to long-term employees.

Sabbatical leave is offered to eligible employees for the purpose of self-development for an extended period of time. We encourage employees to focus on rejuvenating and developing their skills and pursuing their interests during this leave period. Employees will be responsible for the activities or materials they conduct or create during this period, [*and/but*] all intellectual property created during the employee’s sabbatical leave [*will/will not*] be deemed the property of [*company name*].

**Eligibility**

This policy applies to [*full-time/executive/management*] employees who have put in [*number*] continuous years of service with our company and who have no intention of leaving the company after the sabbatical leave period. Parental leave and long-term sick leave [*will/will not*] count towards an employee’s years of service.

**Length of Sabbatical Leave**

Eligible employees may apply for [*number*] weeks’ sabbatical leave at full pay or for [*greater number*] weeks’ sabbatical leave at 50% pay. This leave period is offered to eligible employees after their first [*number*] years of service with our company.

After this initial time of service, every [*number*] years the sabbatical leave period will increase by [*number*] week[*s*] with a cap of [*number*] weeks. Employees may apply for sabbatical leave every [*number*] years until retirement.

Employees [*may/may not*] use their sabbatical leave to increase their paid time off or vacation leave.

Employees do not have to use the full number of weeks of paid sabbatical leave, but they must use the weeks consecutively. If any employee does not use their sabbatical leave before completing [*number*] years of service with our company, they will lose the leave. Sabbatical leave cannot be accrued.

**Compensation**

Employees will continue to receive their pay and benefits during the sabbatical leave period. Deductions will also carry on as usual. Employees [*will/will not*] be entitled to any payment for unused or forfeited sabbatical leave, including upon termination of their work contract.

Employees on sabbatical leave will not be required to take any accrued leave during this period but will also not accrue any leave during the sabbatical period. All leave accrued before the sabbatical leave period will be carried over to the next calendar year from the sabbatical leave period.

If an employee terminates their work contract within [*number of months or years*] of taking sabbatical leave for reasons other than death or disability, they [*will/will not*] be required to reimburse our company for the income received during their sabbatical leave period.

Employees on sabbatical leave [*will/will not*] be reimbursed for tuition fees or fees for any activities or training undertaken during the sabbatical leave period. Employees [*will/will not*] be reimbursed for expenses accrued during their sabbatical leave (e.g., gas or transit).

**Working During Sabbatical Leave**

Employees may use their sabbatical leave period to take up volunteer work and [*may/may not*] take up paid work during this period. Employees who collaborate with or accept paid work from a competitor of our company will have their work contracts with us terminated.

Employees who wish to take sabbatical leave for research and innovation projects tied to developing their skills for our company must submit a brief proposal to their manager, outlining their ideas and plans. After the sabbatical leave period, employees should submit a report on the results of their projects.

Accomplishments related to the employee’s role in our company [*will/will not*] become the property of the company. Accomplishments unrelated to the employee’s role in our company (i.e., writing a book or creating new products) will remain the property of the individual.

**Scheduling and Planning**

Employees should apply for a sabbatical leave period that is the most compatible with their normal work schedule and must ensure that their duties and responsibilities will be covered during their leave. No more than [*number*] employees may take sabbatical leave at the same time.

While not required to engage in any job-related activities for the company while on sabbatical leave, employees must still provide managers with a contact number and email address and should remain available during their sabbatical leave.

While on sabbatical leave, employment status, contracts, and benefits will remain intact and all employees will return to their position (or an equivalent) after their sabbatical leave period. If we are forced to lay off employees who are on sabbatical leave (e.g., due to cutbacks or branch closures), our company will follow all legal requirements for notice and severance pay and will pay any accrued vacation and/or sick leave.

**Procedures**

Employees who wish to apply for sabbatical leave must submit a [*letter/request form*] to their manager or direct supervisor at least [*number of months or weeks*] before the planned sabbatical start date. Employees must state the reason for the sabbatical and any planned activities they wish to undertake during the sabbatical.

Requests for sabbatical leave will be reviewed by the manager and the human resources (HR) department.

When reviewing proposals for sabbatical leave, managers and HR will consider the following:

* Staffing needs and the number of employees who will be on sabbatical leave during the same period.
* Any significant, ongoing projects the employee is involved in that may coincide and clash with the proposed sabbatical leave dates.
* If the employee has undergone a performance improvement plan or disciplinary process within the last [*number of weeks or months*].
* The necessity of the proposed research, if applicable.

If the above criteria are satisfied, the sabbatical leave request will be granted, and managers will meet with the employee’s coworkers to ensure that the employee’s duties will be sufficiently covered during the sabbatical leave period.

Sabbatical leave periods will be granted or denied only according to the above criteria. Managers and HR will not be allowed to discriminate when reviewing sabbatical leave requests.