



Example Sabbatical Policy

Note: *It's a best practice to have an employment lawyer double-check new policies against federal, state, and local laws, and ensure no conflicts of interest with any other agreements or contracts at your workplace. This document should be used as inspiration + give you a place to start! This policy framework was written by Rachel Kacenjar of [Work in Progress Consulting](#). Please feel free to share!*

Purpose:

Our organization recognizes the importance of fostering a culture that values rest, equity, and justice for all employees. A sabbatical is an extended leave provided to employees to support their well-being, personal growth, and commitment to social justice causes. This policy outlines the guidelines and principles for granting sabbaticals in alignment with our core values.

Eligibility:

All full-time employees who have completed at least five years of continuous service with the organization can apply for a sabbatical. Sabbatical is made available every 5 years of employment.

Duration:

The sabbatical duration is three months of time to be taken off continuously, during which the employee is fully relieved of work responsibilities. This extended period allows employees to deeply engage in rest and personal development however they may define it. The primary purpose of the sabbatical is to prioritize rest and well-being. Employees are encouraged to use this time to disconnect from work-related activities, recharge, and engage in activities that promote mental, emotional, and physical health.

Compensation:

During the sabbatical, employees will receive 100% of their base salary and benefits coverage. If Paid Time Off is accrued, no accrual will occur, but access to PTO will remain the same as under regular terms of employment. PTO can be used in conjunction with sabbatical time, as long as it is approved.

Application Process:

Employees interested in a sabbatical must submit an application at least six months in advance. The application should include any plans to add on standing PTO to the sabbatical, as well as a draft plan outlining how they intend to temporarily offboard their work, which will be finalized in collaboration with leadership at least 60 days before the approved start time of the sabbatical. Approval or request for more information for a sabbatical application will be given within 30 days of receipt of the application. (**Note:** Some workplaces require a commitment of intention to return to work post-sabbatical. This is illegal in most cases! Do not attempt to get employees to commit to that!)

Returning to Work:

At the end of the sabbatical, employees will undergo a reintegration process to ensure a smooth transition back into their roles. If desired, they can share their experiences and insights about sabbatical leave with the broader team upon their return, fostering cross-learning and appreciation for different perspectives.

Confidentiality and Privacy:

All aspects of the sabbatical application and discussions will be treated with utmost confidentiality to create a safe and supportive environment for employees.

Ongoing Support

The organization will offer resources for employees to continue their rest and well-being practices beyond the sabbatical period. Additionally, the initiatives undertaken during the sabbatical can serve as a foundation for ongoing engagement with social justice causes.

By implementing this sabbatical policy centered around the value of rest, our organization aims to create a workplace culture that supports the holistic development of employees while contributing a framework of care for the communities we serve.