



## SABBATICAL POLICY

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Independent Sector (IS) values strong performance and long-term service. And at the same time supports employees maintaining a high degree of personal wellness. In the spirit of recognizing tenured employees, encouraging innovation and creativity, and ensuring employee renewal and retention, it is important for IS to give employees time for learning and revitalization.

### **I. OBJECTIVE**

IS' sabbatical leave plan provides time for renewal and rejuvenation to qualified long-term employees. It is IS' desire that its employees remain energized and maintain high quality work – a sabbatical leave provides a vehicle to motivate valued employees to continue their careers with the organization.

While this plan creates space for employees to step away from their work for a period of reinvigoration, this program reflects an organizational culture of practicing wellness, and promotes opportunities for other colleagues to take on work and responsibility they may not have otherwise.

### **II. ELIGIBILITY**

- Sabbaticals are possible for employees who have completed seven (7) years of service.
- Part time employees, contract employees are not eligible for sabbatical.
- Sabbatical leave cannot be converted into cash during time of or separation from employment.

### **III. PROVISIONS**

Sabbaticals are granted under the following requisites:

- Only one employee at a time can take sabbatical leave. A period of at least two months must pass between the end of one employee's sabbatical leave and the beginning of another employee's leave.
- Length of the sabbatical may be up to three months. Sabbatical time must be taken continuously. An employee may not combine sabbatical leave with vacation leave.
- The employee on sabbatical is understood to be free of ongoing responsibilities related to their positions except as indicated in the sabbatical agreement.
- The employee on sabbatical cannot engage in other paid work during their time away.
- IS will provide 100% of the employee's salary and current benefits.
- The position held by the employee at the beginning of the sabbatical is guaranteed at the same rate of pay and conditions as when the sabbatical began.
- Written commitment to return to IS for one full year post-sabbatical is required. If the employee resigns within one full year of returning from sabbatical, the employee shall provide full repayment to the organization of the costs of salary and benefits provided during sabbatical.
- Employment remains "at will" at all times while the employee is on sabbatical and on his/her return. Sabbatical arrangements will not affect unforeseen organizational changes such as lay off or reorganization.
- After completing the sabbatical, the employee is not eligible to apply again until seven full years from the end of the sabbatical leave.
- The granting and timing of all sabbaticals are within IS' sole discretion and approved by the President and CEO. In the case of the President and CEO requesting sabbatical, the request will be considered by the Chair of the Board of Directors.

### **IV. CRITERIA**

Several criteria are considered when granting sabbatical leaves:

- Employee's performance
- Seniority
- Effect of the sabbatical on applying-employee's work, programs and other employees
- Availability of replacement personnel
- Effect on the budget
- Benefit to the organization

## **V. IMPLEMENTATION**

- The employee will submit a written application to the President and CEO, or in the case of CEO, to the Board of Directors. The letter should include the proposed length of sabbatical, start and end dates and a rationale for how the sabbatical leave will benefit the employee and the organization.
- The request should specifically address the six criteria above. It should contain a written commitment to a least one year of service following the completion of the sabbatical and to reimburse the costs of salary and benefits if the employee departs of their own volition before the year is up.
- Application should be submitted at least four months prior to the beginning of the leave.