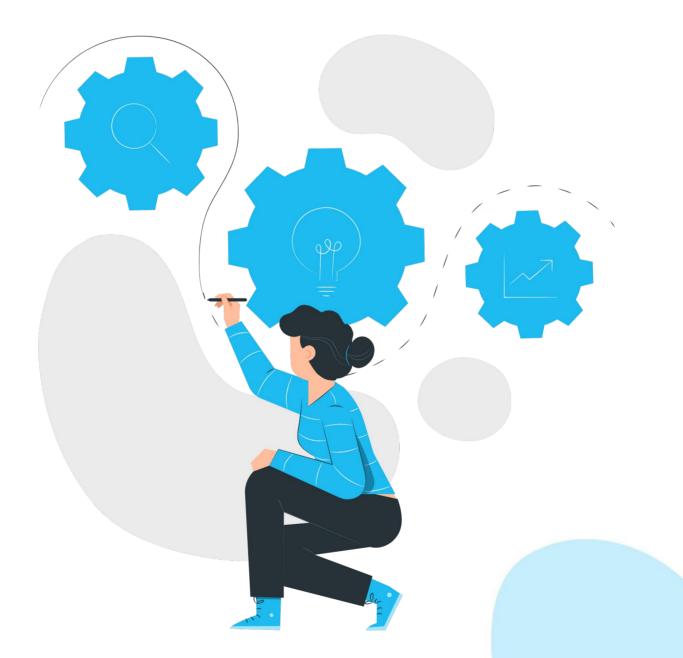
# Sabbatical Leave Policy Template



### AHR ACADEMY TO INNOVATE HR

• • • • • •

. . . . . . .

## **Sabbatical Leave Policy Template**

#### [Company name] Sabbatical Program - Purpose

At [*Company name*], we believe it's important that you get time to broaden your horizon. This can be by pursuing a new degree, traveling the world, volunteering for a charity, or simply taking the time to slow down a little. Taking an extended break from work allows you to look at things differently, grow as a person, and come back feeling rejuvenated and with new ideas. That's why we've created our [*Company name*] Sabbatical Program.

#### Scope

This policy applies to [full-time/ executive/ all] employees who have been working for our company for at least [x consecutive years]. If you fall in this category, you can apply to take a sabbatical leave for [enter number of weeks or months]. Any parental leave, sick leave, [include other types of leave if relevant] taken during this period doesn't affect the number of years that you have been working for [Company name].

#### **Compensation & benefits**

While you're on sabbatical, [*Company name*] will continue to pay your full salary/will pay [*enter number of weeks or months*] at [enter X %] of pay. Your employment status, contract and benefits remain intact.

#### Applying for a sabbatical

If you're eligible for a sabbatical leave, you can fill in an application form [*insert link to relevant form*]. Try to do this at least [*number of months*] before you would like to go on your sabbatical. If you have any questions about this you can ask HR [*insert link to HR contact person/email\phone*].

Once you've applied, you'll hear within [*enter number of weeks*] whether or not your application has been approved by your manager and HR.

#### **Company equipment**

During your sabbatical, you [*won't/will*] need to return your company equipment (laptop, phone, badge, etc.).



