**Sabbatical Leave Policy**

Effective institutions are guided and sustained by creative, committed, and dependable people. The Equality Federation recognizes that employees need time to think, rest, reflect and rejuvenate if we are to keep our organization and programs ahead of the curve. The enormous demands of working in social change organizations such as our own often interfere with taking sufficient time off to refresh and rejuvenate.

In an effort to create opportunities to replenish the stores of energy and inspiration for our employees, The Equality Federation offers the Sabbatical Leave Policy as a benefit. The policy offers paid leave for six (6) weeks after seven (7) consecutive years of service. Employees may supplement their sabbatical leave with up to an additional two (2) weeks of already accrued PTO leave taken consecutive to sabbatical leave for a total maximum amount of time off of eight (8) weeks. In the unlikely event that an employee cannot take the full amount of sabbatical leave in consecutive weeks, the leave may be taken intermittently in two three (3) week blocks. Years of service for the purpose of sabbatical calculation resets once a sabbatical has been taken.

The sabbatical time will be designed by the employee and can be used for travel, study, writing, staff development, artistic endeavors, reflection, family time or any other pursuits that will enable and encourage renewal. The employee may not work for The Equality Federation or take any other employment during this time. Sabbaticals may only be approved by the Executive Director, or in the case of the Executive Director, the board co-chairs.

Eligibility

The employee must:

* Have worked for The Equality Federation as a full-time employee for a minimum of seven (7) years.
* Be an employee in good standing and have received positive and above average performance evaluations.
* Have not requested and received a leave of any kind more than one week’s duration (with the exception of regular PTO) such as parental leave, family leave, special leave without pay, etc. during the 12 months preceding in which they are planning to take their sabbatical leave.
* Not request a time for sabbatical leave that another Federation employee is already scheduled for an approved sabbatical leave.
* Submit a request for sabbatical leave 6 months in advance of their requested dates. The Federation is a small organization and we need to sufficiently plan for employee absences. The request should describe how the employee will utilize their sabbatical leave.
* Work with their supervisor to determine timing of their sabbatical that accommodates the employees’ plans and reduces the impact on Federation operations.
* Accept the sabbatical as an opportunity to refresh and rejuvenate and as an opportunity to return to the organization refreshed with a renewed commitment of at least one (1) year.
* Work with their supervisor to design a workplan for how their work will be covered during the employee’s absence and upon the employee’s return to work.

Terms of Sabbatical Leave

* Employees on Sabbatical Leave will continue to receive their full salary for their approved Sabbatical Leave dates.
* The Federation will continue to pay for employees participation in The Equality Federation’s benefit plans during the approved Sabbatical Leave Dates.
* The employee will not accrue further Sabbatical, Holiday, or PTO hours during a Sabbatical leave except when using accrued PTO.
* There can only be two employees on Sabbatical in a calendar year, so these will be granted on a first-come, first-served basis.
* Sabbatical Leave cannot be taken during the Annual Leadership Conference.
* An employee who does not return to work at the scheduled conclusion of their Sabbatical Leave will be deemed to have voluntarily resigned their employment.
* If an employee does not return to work at the conclusion of a Sabbatical Leave or otherwise voluntarily resigns their employment within one (1) year following a Sabbatical Leave, the Federation reserves the right to deduct the Sabbatical Leave from any unused PTO time.
* Sabbatical Leave is not payable to an employee should they leave their position or be terminated after completing seven (7) years of employment at the Federation but before taking a Sabbatical Leave.

\*\*\*Notes from Mind the Gap Consulting below (not from The Equality Federation)

* You may want to stipulate that the employee does not need to return equipment while on sabbatical.
* You may want to stipulate that an employee is allowed to refuse a sabbatical.
* Do you want a “use it or lose it” clause or will the employee always have this benefit after they reach eligibility.
* You may want to re-iterate your non-discrimination clause so employees know that redeeming this benefit will not be met with prejudice
* Consider adding an FAQ section at the bottom.