



Sabbatical Leave Policy

Sabbatical leaves are available to long-term employees of the foundation. Employees must have completed at least seven years of consecutive employment with the foundation and received consistently positive performance evaluations in order to be eligible for sabbatical leave. Employees may not have taken significant personal leave (e.g., family and medical leave) within one year of requesting sabbatical leave, and employees must commit to at least one year's employment with the foundation after returning from sabbatical leave. Employees may request up to 12 weeks of sabbatical leave, which must be taken continuously. Employees will receive one half their regular compensation during sabbatical leave, which may be supplemented by accrued paid time off (PTO). Employees will be provided with continuation of health and retirement benefits, but will not accrue PTO during sabbatical leave. Requests for sabbatical leave by the Executive Director will be approved by the Executive Committee, and requests from other staff will be approved by the Executive Director. Only one foundation employee may be granted sabbatical leave per fiscal year.