

SABBATICAL

Summary

All employees are eligible to apply for sabbatical leave for up to six weeks with full pay after ten years of service, and then every five years thereafter. The President & CEO is eligible for sabbatical leave after five years' service. This benefit is designed to provide staff with an opportunity to be refreshed and energized, and therefore to return to the Foundation with renewed creativity. Employees are expected to spend some portion of their sabbatical in an activity that would benefit their personal growth or position at WRF and to write a summary report. The Foundation assumes no responsibility for the cost of activities during an employee's sabbatical.

Eligibility and Terms

Applications for sabbatical leave will be considered for employees who have shown exceptional service as demonstrated by consistently strong performance evaluations and dedication to the mission and welfare of WRF.

Staff members are eligible for a sabbatical leave of up to six weeks if they are full time employees and have completed ten consecutive years of full-time service to the Foundation. Employees may add up to two weeks of vacation time to their sabbatical. Eligibility for a subsequent sabbatical begins the year after a completed sabbatical.

The sabbatical period is considered paid leave from the Foundation. Health benefits and pension benefits will continue to be paid by the Foundation. In the unlikely event that the employee undertakes full-time paid employment with another organization while on sabbatical leave, pay from the Foundation will be suspended during this period. The Foundation assumes no responsibility for the cost of activities during an employee's sabbatical.

Employees taking sabbatical leave are expected to continue employment with the Foundation for a minimum of one year upon their return from sabbatical leave. The sabbatical leave is primarily an investment in the future of the Foundation, and the organization wants to reap the benefit of an employee's continued service.

Review and approval of requests

The President and CEO, in consultation with the Senior Management Team, will review and decide on applications for sabbatical leave from staff. The Board will review and decide upon application for sabbatical leave from the President and CEO. The Foundation retains discretion to approve or deny any request and considers, among other factors, operating funds sufficient to cover the expenses associated with covering the employee's responsibilities during the sabbatical, the work pressures facing the

Foundation, and adequate coverage available during the employee's absence. No more than one employee per calendar year may be granted a sabbatical.

Eligible employees who wish to request a sabbatical leave should request approval from their supervisor no later than August 1 of the year preceding the calendar year for which the leave is requested and at least six months prior to the sabbatical leave start date. This will allow the necessary adjustments to the following year's budget and ample time to plan appropriately. The Foundation's management and the requesting employee must mutually agree upon the dates of the intended sabbatical.

Each request for sabbatical leave must be approved by the requesting employee's supervisor and the Foundation's President & CEO. Each request will be considered and may be provisionally approved, pending an acceptable plan for how their work will be covered during the absence. When conflicting requests exist, the President & CEO, in consultation with the Senior Management Team, shall award sabbaticals based on the good of the Foundation as a whole.