

Policy & Procedure: Paid Sabbatical Leave

Date Approved: February 23, 2023

**Purpose:**

1. to enhance creativity and effectiveness of the Morgan Family Foundation
2. to provide long-term employees the opportunity to rest, reflect, and renew through time away from their job duties
3. to develop leadership and “strengthen the bench” within the foundation

*Eligibility and Terms*

All employees who have worked at least 30 hours per week for seven years of continuous service are eligible to apply for sabbatical leave, and are also eligible once every seven years thereafter. Employees must have received positive and mostly excellent performance evaluations and be in good standing. Designed by the employee, the sabbatical could be used to pursue self-development, advanced education and study, hobbies, travel, writing, artistic endeavors, investments in personal health, volunteer or mission engagements, or similar activities which align with their passions and interests. The leave can combine more than one element or more than one location, but employees should take care not to over-schedule their sabbatical time. An employee may not take any other employment during their sabbatical time. Upon their return, employees will write a brief reflection and share it with their supervisor. Employees may choose to share a reflection of their sabbatical with colleagues in an informal staff meeting once they return.

*Duration*

Sabbaticals offer leave for up to 6 weeks with full pay and benefits, and must be taken as one continuous period. An employee may take Paid Time Off (PTO) immediately before and/or after the sabbatical period, provided the PTO is approved in advance. Maximum total leave cannot exceed eight weeks, including PTO taken. Absent financial or operational need to eliminate the position held by the employee prior to the sabbatical, the Foundation will return the employee to the same job they held prior to the sabbatical.

*Compensation and Benefits*

Employees on sabbatical leave will receive their full pay and benefits during the sabbatical period, and continue to accrue PTO.

*Request, Approval, Scheduling*

The eligible employee must submit their request for sabbatical leave on the appropriate form to the Executive Director, or the Board President in the case of the Executive Director’s request. Such requests should be submitted at least three months prior to the proposed sabbatical leave start date. The Executive Director, in conjunction with the employee requesting sabbatical, must also develop an operational work plan to ensure key responsibilities are covered during the proposed absence. Each request, including its preferred timing, will be given due consideration, including the best interests of the Foundation as a whole, and ultimately the Executive Director (or Board President in the case of the Executive Director) makes the final decision of whether and when a sabbatical can occur.

*Other*

Sabbatical leaves do not accrue, and any unused sabbaticals are forfeited upon termination of employment. The Foundation is not responsible for the cost of an employee’s sabbatical activities. This Sabbatical Leave policy may be modified or canceled at any time.