

XYZ Family Foundation Wellness Leave Policy

The XYZ Family Foundation staff can take a four-week Wellness Leave with support of up to \$15,000¹ for professional development/wellness under the following conditions:

- Staff has worked for a minimum of 10 years full-time, and
- The board chair will approve the executive director's Wellness Leave request and the executive director will approve staff requests for Wellness Leave.

¹ \$15,000 would be provided to staff as a bonus. If he/she/they does not use the full amount during the leave, then he/she/they will donate the remaining amount to a nonprofit organization.