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SABBATICAL LEAVE POLICY

_____

State of Alabama

BACKGROUND:

A. This Sabbatical Leave Policy (the "Policy") is made effective as of the following date: _____.

B. This Policy outlines the terms, conditions, procedures, and expectations regarding sabbatical leave for employees of _____.

C. The purpose of this Policy is to outline the provisions for eligible employees who are being granted the opportunity to take extended leave for professional development.

D. _____ recognizes the importance of personal growth and professional development, as well as the diverse needs and aspirations of its workforce.

E. This Employer will offer at least the minimum benefits mandated by law, and this policy is merely complementary to the existing legal guidelines.

By signing this document, an employee agrees to the following terms:

I. ELIGIBILITY.

1. This Policy applies to all employees who work for the Employer and meet the requirements described herein.

2. This policy does not apply to the following employees:

_____

3. Covered employees must have worked for the Employer for at least for the following period: _____ to be eligible to apply for sabbatical leave.

4. The following individual will act as the authorized manager responsible for implementing and applying this policy in the workplace: _____.

5. Sabbatical leave is granted at the discretion of the company, considering business needs. Employees interested in taking sabbatical leave should engage in discussions with their supervisors to assess eligibility and identify the best timing for their absence. Requests cannot be guaranteed even where an Employee meets all the eligibility criteria.

6. An Employee may not receive cash in lieu of time off for sabbatical. Sabbatical leave may not be converted into cash benefit upon separation of employment.

II. PURPOSES OF LEAVE.

7. Sabbatical leave may be taken for a variety of purposes, including the following:

-- Professional Development: Pursuing additional education, training, or skill development related to the employee's role

-- Research and Innovation: Engaging in research projects, developing innovative ideas, or contributing to industry advancement

-- Travel and Cultural Enrichment: Exploring different cultures, gaining new perspectives, and broadening personal experiences

-- Family and Caregiving: Taking time off for family-related matters, such as childcare, eldercare, or supporting a family member's health needs

-- Community Service: Volunteering for community service projects or contributing to charitable endeavors

III. APPLICATION PROCESS.

8. Employees interested in taking sabbatical leave must submit a written request to _____ at least _____ before the intended start date of the sabbatical. This

timeframe allows for thorough planning and consideration of business needs.

9. The sabbatical application should include the following elements:

-- A detailed statement outlining the purpose of the sabbatical, specifying the goals, objectives, and expected outcomes. For professional development, information should be provided on the courses, workshops, or certifications to be pursued. For travel or cultural enrichment, the activities, destinations, and relevance to personal growth should be described.

-- A comprehensive plan for managing workload and responsibilities during the absence. A designated employee or team should be identified to be responsible for covering essential tasks.

-- A knowledge transfer plan to ensure a smooth transition of responsibilities.

-- An assessment that addresses the potential impact of the sabbatical on the team and overall business operations. Solutions or alternatives to mitigate any challenges that may arise during the absence should be provided.

10. Employees will be notified of the decision regarding their sabbatical application within _____ of submitting the request. This notification will include approval details, any conditions or additional requirements, and information on next steps.

11. In cases where modifications to the sabbatical plan are necessary or requested by the Employer, a revised application must be submitted for review. Any changes to the original plan will be subject to approval by the designated authority.

IV. LEAVE DURATION.

12. Sabbatical leave can be taken for a minimum of _____ and a maximum of _____.

13. All eligible Employees are entitled to a predetermined sabbatical leave duration based on their years of continuous service. The calculation is as follows:

_____

V. COMPENSATION AND BENEFITS.

14. Employees on sabbatical leave will continue to receive their full base salary for the entire duration of their leave.

15. Employees will continue to receive benefits during sabbatical leave, such as health insurance, retirement contributions, and other non-salary benefits as applicable.

VI. EMPLOYEE RESPONSIBILITIES DURING SABBATICAL.

16. Employees are responsible for collaborating with their team to plan and coordinate the transition of their responsibilities during the sabbatical. A designated employee may be assigned to cover essential tasks, and a knowledge transfer plan should be developed to ensure a smooth workflow during the absence.

17. In cases where the employee's absence may create challenges for the team or business, alternative arrangements, such as temporary staffing or workload redistribution, may be explored to mitigate any potential disruptions.

18. While on sabbatical leave, employees are expected to stay reachable for critical matters, provide periodic updates on their activities if requested, and adhere to the terms outlined in their sabbatical proposal.`

19. Employees are encouraged to maintain open communication with their supervisor and team during the sabbatical, especially regarding any changes to their plans or unexpected developments that may affect their return.

20. The Employee on sabbatical is understood to be free of ongoing responsibilities related to their position, except as otherwise indicated herein.

VII. WORK DURING SABBATICAL.

21. The Employer acknowledges the potential for employees on sabbatical leave to engage in part-time employment or pursue temporary opportunities during their time away.

22. Employees wishing to undertake part-time employment during their sabbatical leave are required to seek prior approval from the Employer. This includes a written request outlining the nature of the part-time work, the expected time commitment, and how it aligns with the goals and purpose of the sabbatical.

23. Employees engaging in part-time work during sabbatical leave should ensure that

the nature of the employment is compatible with the purpose of their leave. The Employer reserves the right to deny approval for part-time employment that may compromise the intended benefits of the sabbatical or conflict with the Employee's responsibilities upon return.

24. Employees working part-time during their sabbatical are required to provide regular updates to their supervisor or designated contact within the company. Updates should include progress reports on the sabbatical goals, insights gained, and any adjustments made to the part-time employment arrangement.

25. Engaging in part-time work during sabbatical leave may impact certain benefits provided by the Employer. Employees are encouraged to discuss potential implications, such as compensation adjustments or alterations to benefit plans, with the Employer to ensure transparency and clarity.

26. Employees undertaking part-time employment during sabbatical must adhere to confidentiality agreements and avoid any activities that may create conflicts of interest with the Employer. Failure to comply with these guidelines may result in the revocation of approval and potential consequences upon return.

27. Employees engaged in part-time work during sabbatical are expected to return to their full-time responsibilities at the conclusion of the leave period. The Employer will make reasonable accommodations to facilitate a smooth transition back to regular duties.

VIII. RETURN TO WORK.

28. Upon returning from sabbatical leave, Employees are expected to resume their regular duties and contribute positively to the team. The Employer will make reasonable efforts to reintegrate employees smoothly into their roles, providing any necessary support for a seamless transition.

29. Upon returning from sabbatical, employees may have an interview with their supervisor or HR representative to discuss their experiences, insights gained, and how they plan to apply their learnings to their role.

30. Employees are required to submit a report or presentation summarizing their sabbatical experiences, including any acquired skills, insights, or achievements within _____ of returning to work.

31. Employees will be reinstated to the same job or a job of equivalent status and on

terms no less favorable than those that would have applied had the Employee not taken the sabbatical upon return to the Employer.

32. If re-employment in the same job or an equivalent job is fundamentally not possible, the Employer will do their best to offer the Employee a suitable position that will make appropriate use of their skills and experience.

IX.

X.

XI. ACKNOWLEDGMENT.

33. By signing this, employees acknowledge and confirm that they have read and understood this Policy and agree to comply with all provisions herein.

34. Employees acknowledge and understand that this Policy is a guide and does not create contractual obligations upon the Parties. Any existing employment contracts shall be prevailing.

XII. GOVERNING LAW.

35. This Policy shall be governed by the laws of the State of Alabama. Both Parties consent to jurisdiction under the state and federal courts within the state of Alabama. The Parties agree that this choice of law, venue, and jurisdiction provision is not permissive, but rather mandatory in nature.

EXECUTION:

IN WITNESS WHEREOF, the undersigned Employee acknowledges their receipt and understanding of this Policy:

_____

Employee Signature

_____

Employee Name

_____

Date