

Sabbatical Leave Policy Template



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[Company name] Sabbatical Program - Purpose

At [Company name], we believe it's important that you get time to broaden your horizon. This can be by pursuing a new degree, traveling the world, volunteering for a charity, or simply taking the time to slow down a little. Taking an extended break from work allows you to look at things differently, grow as a person, and come back feeling rejuvenated and with new ideas. That's why we've created our [Company name] Sabbatical Program.

Scope

This policy applies to [full-time/ executive/ all] employees who have been working for our company for at least [x consecutive years]. If you fall in this category, you can apply to take a sabbatical leave for [enter number of weeks or months]. Any parental leave, sick leave, [include other types of leave if relevant] taken during this period doesn't affect the number of years that you have been working for [Company name].

Compensation & benefits

While you're on sabbatical, [Company name] will continue to pay your full salary/will pay [enter number of weeks or months] at [enter X %] of pay. Your employment status, contract and benefits remain intact.

Applying for a sabbatical

If you're eligible for a sabbatical leave, you can fill in an application form [insert link to relevant form]. Try to do this at least [number of months] before you would like to go on your sabbatical. If you have any questions about this you can ask HR [insert link to HR contact person/email/phone].

Once you've applied, you'll hear within [enter number of weeks] whether or not your application has been approved by your manager and HR.

Company equipment

During your sabbatical, you [won't/will] need to return your company equipment (laptop, phone, badge, etc.).

