

@CompanyName Sabbatical Policy

Purpose

The purpose of this policy is to provide eligible employees with the opportunity to take a sabbatical from work in order to pursue personal, professional or academic goals, and to provide guidelines for the administration of sabbaticals.

Eligibility

Full-time employees who have completed at least **five years** of continuous service with the company are eligible to apply for a sabbatical.

Duration

A sabbatical may be granted for a **period of six months or one year**, subject to the approval of the employee's supervisor and the HR department.

Compensation

During the sabbatical, the employee will receive a percentage of their base salary as determined by the company, which may be subject to applicable taxes and deductions. The employee will not be eligible for any other company benefits during the sabbatical period.

Application Process

Employees must submit a written application to their supervisor and the HR department at least six months prior to the desired start date of the sabbatical. The application must include a proposed plan for how the employee will spend their time during the sabbatical, including any professional or academic goals they hope to achieve. The application must also include a plan for how the employee's work will be covered during their absence.

Approval Process

The supervisor and the HR department will review the application and make a decision on whether to approve the sabbatical based on the employee's eligibility, the proposed plan, and the needs of the company. The employee will be notified of the decision in writing.

Return to Work

At the end of the sabbatical period, the employee will be expected to return to work in their previous position or a comparable position. The employee will be required to provide a report to their supervisor and the HR department on what they accomplished during their sabbatical and how it can benefit the company.

Additional Terms

The company reserves the right to deny a sabbatical application for any reason. The company also reserves the right to modify or terminate this policy at any time, with or without notice.

Conclusion

We believe that sabbaticals are a valuable benefit for our employees, and we encourage eligible employees to take advantage of this opportunity. By supporting our employees in their personal and professional growth, we believe that we can create a more engaged and productive workforce.