

SAMPLE: Sabbatical Policy

From Hot Docs Policies & Procedures Manual

The Festival encourages Sabbaticals for the purpose of continuing education and professional development.

Sabbatical leave without pay will be available to employees, on a case-by-case basis, after the completion of four (4) years service. Requests for sabbaticals must be made in writing at least six (6) months prior to the planned leave with the term and timing of sabbatical leave subject to negotiation. The employee's position will be held for up to one year during sabbatical leave. Finding a temporary replacement to fill the employee's position in their absence is to be done in conjunction with the department supervisor.

The period of Sabbatical leave is recognized for the purposes of group insurance and vacation entitlement.

A salary deferral plan, which would provide for income during the period of Sabbatical leave, may be available. These plans should be arranged on a case-by-case basis.