**Sabbatical Leave Policy**

**[Company Name]**

This Sabbatical Leave Policy (“Policy”) is designed to provide clear guidelines regarding the eligibility, duration, and management of sabbatical leave within the company. By offering this benefit, the company aims to support employee wellbeing, foster professional growth, and ensure operational continuity while employees are on leave.

## 1. Purpose of the policy

The purpose of this Policy is to outline the criteria for employee eligibility, establish guidelines for the duration and frequency of sabbaticals, and provide clarity on related benefits and procedures. This Policy aims to create a structured approach to sabbatical leave that supports personal and professional development while maintaining workplace efficiency.

## 2. Eligibility

* Employees become eligible for sabbatical leave after completing a minimum of five years of continuous service with the company
* Sabbaticals are typically reserved for senior-level employees or those in long-term roles
* Eligibility criteria may vary depending on the employee’s role, performance, and contribution to the organization.

## 3. Duration

Employees are eligible for four weeks of sabbatical leave after five years of continuous service. After completing an additional five years of service, employees are eligible for up to five weeks of sabbatical leave. The exact duration will be determined based on the employee’s length of service and the nature of the sabbatical request. Employees are required to outline their requested duration when applying, which will be reviewed by their manager and HR.

Employees may request another sabbatical after completing an additional five years of continuous service following their previous sabbatical. Exceptions may be made at the discretion of management in cases of extraordinary circumstances.

## 4. Compensation

The company’s standard, tenure-based four- and five-week sabbaticals are fully paid. For other types of sabbaticals, such as extended or non-standard requests, payment arrangements will be determined on a case-by-case basis in consultation with management and HR. Factors such as the purpose of the sabbatical and its alignment with company objectives will guide these decisions.

## 5. Benefits

Employees on sabbatical leave will retain access to essential benefits such as health insurance and pension contributions. Optional benefits, such as company cars or wellness perks, may be paused during unpaid or extended leaves. Employees are encouraged to clarify their specific benefits with HR before beginning their sabbatical.

## 6. Application & approval

Employees must submit a formal request for sabbatical leave at least three months in advance of the intended start date. The application should include the desired duration, purpose, and any supporting documentation. Applications must be submitted to the employee’s direct manager and the HR department, either via email or through the company’s HR system.

Requests will be reviewed by the employee’s manager and the HR department. Employees can expect a decision within 15 days of submitting their application.

## 7. Conduct during leave

Employees on sabbatical are expected to adhere to company policies, including nondisclosure agreements and professional behavior standards. Any conduct that negatively impacts the company’s reputation, including inappropriate use of social media, may result in disciplinary action.

## 8. Return to work process

For **standard four- to five-week sabbaticals**, employees are expected to adhere to their pre-agreed return date without requiring additional confirmation.

For **non-standard or extended sabbaticals**, employees must confirm their return-to-work date at least one month before the end of their sabbatical. The company will make every effort to reinstate employees in their previous roles or similar positions, subject to operational needs.

HR will coordinate a reintegration plan for all returning employees, including any necessary training and introductions to new team members.

## 9. Policy feedback

Employees are encouraged to provide feedback on this Policy and suggest improvements. Feedback can be submitted to the HR department for review during the annual policy update.

## 10. Policy review and updates

This Policy will be reviewed annually to ensure it remains relevant and compliant with legal requirements. Updates will be communicated to all employees, and training sessions will be provided as necessary.

**For further details or to begin the application process, please contact the HR department.**

|  |
| --- |
| Version control: V1  Last reviewed date:  Reviewer: [Name and/or Title]  Next review date due:  By reviewer: [Name and/or Title] |

[A screenshot of a cellphone

Description automatically generated](https://www.aihr.com/platform/?utm_source=resource&utm_medium=resource&utm_campaign=templates&utm_content=templates)