



## Sabbatical Leave Policy Template

Welcome to our organization! We are excited to have you join our team. As part of our commitment to supporting our employees' well-being and professional development, we offer a Sabbatical Leave policy.

Sabbatical Leave is a period of extended leave granted to employees for various reasons, such as personal development, travel, or rest. This policy outlines the eligibility criteria, application process, and expectations during the Sabbatical Leave.

### **Eligibility:**

Employees who have been with the company for at least [insert number] years are eligible to apply for Sabbatical Leave.

### **Application Process:**

To apply for Sabbatical Leave, employees must submit a written request to their manager at least [insert number] months in advance. The request should include the purpose of the Sabbatical, the duration of leave requested, and a plan for how the employee's responsibilities will be covered during their absence.

### **Expectations:**

During the Sabbatical Leave, employees are expected to disconnect from work-related activities and focus on their personal development or well-being. Upon returning from Sabbatical Leave, employees are expected to provide a report outlining their experiences and any insights gained during their time off.

For more information on our Sabbatical Leave policy, please refer to our official employee handbook [insert link to employee handbook].

We believe that Sabbatical Leave can be a valuable opportunity for employees to recharge and grow both personally and professionally. We encourage eligible employees to take advantage of this benefit and look forward to supporting you throughout your Sabbatical journey.

Thank you for being a part of our team!