

# Sabbatical Leave

All employees are eligible to apply for sabbatical leave for up to twelve weeks with full pay after ten years of service and every five years thereafter. This benefit is designed to provide staff with an opportunity to be refreshed and energized, and therefore to return to the foundation with renewed creativity. Employees are expected to spend some portion of their sabbatical in an activity that would benefit both personal and professional growth.

## Eligibility and Terms

Applications for sabbatical leave will be considered for employees who have shown exceptional service as demonstrated by consistently strong performance evaluations and dedication to the mission and welfare of Maddox Fund.

Staff members are eligible to apply for a sabbatical leave of up to twelve weeks if they are full time employees and have completed ten consecutive years of service to the foundation. The completed years of service will be calculated based on the employee's official start date at the foundation. Employees may add up to four weeks of vacation time to their sabbatical if approved. The sabbatical period is considered paid leave from the Foundation. Benefits will continue to be paid by the Foundation.

Employees taking sabbatical leave are expected to continue employment with the foundation for a minimum of one year upon their return from sabbatical leave. Employees are prohibited from engaging in full-time employment with another organization during their sabbatical leave period. Any contract work or part-time engagement should be fully disclosed. The sabbatical leave is primarily an investment in the future of the foundation, and the organization wants to reap the benefit of an employee's continued service. Eligibility for a subsequent sabbatical continues to be based on the employee's official start date.

## Review and Approval of Requests

The Executive Director will review and approve or deny applications for sabbatical leave from staff. The Executive Committee will review and approve or deny the application for sabbatical leave from the Executive Director. The decision to approve or deny any request will take into consideration the following non-exclusive criteria: the benefit received from the sabbatical, the availability of operating funds sufficient to cover the expenses associated with covering the employee's responsibilities during the sabbatical, the work pressures facing the foundation, and adequate coverage available during the employee's absence. Generally, no more than one employee per calendar year will be granted a sabbatical. Exceptions will require the consultation with Executive Director regarding coverage for both absences.

Eligible employees who wish to request a sabbatical leave should request approval at least nine months preceding the leave. The foundation's management and the requesting employee must mutually agree upon the dates of the intended sabbatical.

## Professional Development Funds

Employees on sabbatical leave may use professional development resources from the foundation if they are advancing the foundation's mission and job skills upon return.