

Sabbatical Policy

Adopted by Board of Directors on November 30, 2021

Purpose

The OCRCC values Self-Care and Excellence, which are intricately woven in a field that includes high levels of trauma exposure. In order to support employee wellness, longevity and continued service to our clients and community, our sabbatical leave plan provides time for renewal and rejuvenation to qualified long-term employees.

 The granting of a sabbatical leave implies a positive relationship between all parties involved. The plan for sabbaticals at our organization reflects our desire to maintain high quality programs and services, delivered by and energized and well-supported employee. A sabbatical leave provides a vehicle to motivate valued employees to continue their careers with us, and to support the practice of deep self-care in a fashion that allows for a high level of choice on the part of the employee.

 Eligibility

Sabbaticals are possible for any employee (.75 FTE or greater) with over 3 years of service to our organization. Sabbaticals may be taken at the following intervals:

* After 3 years of service, 1-1.5 month of paid sabbatical leave
* After 6 years of service, 2-3 months of paid sabbatical leave
* After 9 years of service, 3-4 months of paid sabbatical; renews every 3 years thereafter.

Sabbatical leave is not an automatic right of employment. Nor may an employee consider sabbatical benefits to be part of any benefits available to them upon termination.

Part time employees, contract employees and interns are not eligible for sabbatical.

An employee may not receive cash in lieu of time off for sabbatical. Sabbatical leave cannot be converted into cash benefit upon separation of employment.

 Terms

Sabbaticals are granted under the following terms:

* Only one staff person at a time can take sabbatical leave. Exceptions can be made at ED’s discretion when little to no overlap of duties exists between applicants for the same time period.
* The person on sabbatical is understood to be free of ongoing responsibilities related to their position except as indicated in the sabbatical agreement.
* It is not intended that the person on sabbatical engage in other paid work during their time away.
* It is intended that the employee on sabbatical leave use the time to engage in non-professional personal development, including the option to plan nothing at all.
* During the sabbatical, we will provide 100% of the employee’s average FTE salary, plus employee’s current benefits.
* Post sabbatical leave, the position that is held by the employee at the beginning of the sabbatical is guaranteed to the employee at the same rate of pay and conditions as when the sabbatical began.
* Written commitment to return to the organization for one full year post-sabbatical is required.
* Employment remains “at will” at all times while the employee is on sabbatical and after their return.
* Sabbatical arrangements will not affect unforseen organizational changes such as lay off or reorganization.
* After completing the sabbatical, the employee is not eligible to apply again until after three full years from the end of the sabbatical leave.
* Employee is expected to return all agency property to the agency at the beginning of the sabbatical, including but not limited to: agency-issued laptops, phones, keys, credit cards.
* Employee is expected to write and activate an away message on their email for the duration of the sabbatical redirecting requests to designees. Away message should indicate that the employee will not be responding to messages received during the sabbatical period, and that to ensure a response the person writing should either direct their question to a designee or get in touch once the employee returns from sabbatical.

Criteria

The Executive Director (or the Board of Directors in the event that the Executive Director has applied for sabbatical leave) shall use the following criteria in deciding whether or not to grant sabbatical leave:

* Employee’s performance
* Effect of the sabbatical on programs and other employees
* Availability of replacement personnel
* Benefit to the employee and their ability to meaningfully contribute to the organization

Implementation

 An eligible employee will submit a written application to the Executive Director, or in the case of the Executive Director, to the Board. The application should include:

* The proposed length of sabbatical, including proposed start and end dates
* A rationale for how the sabbatical leave will benefit the employee and their ability to contribute meaningfully to the organization.
* A written commitment to at least one year of service following the completion of the sabbatical and to reimbursement of the costs of salary and benefits if the employee departs of their own volition before the year is up.
* A proposal for management of employee duties during the sabbatical, including a proposed budget of up to $3,000.
* An endorsement from the employee’s direct supervisor indicating support for the sabbatical leave, including an endorsement that the duties management proposal is sound.

Applications should be submitted at least four months prior to the beginning of the leave. Ideally, applications should be submitted during the calendar year prior to the proposed leave to allow for budget planning to accommodate the employee’s absence from service.

Approval Process

All sabbatical requests from staff shall be granted at the discretion of the Executive Director.

The ED will work with the employee and their supervisor to ensure that the distribution of duties outlined in the proposal is sound and does not present undue burden to remaining staff.

In the case of the Executive Director requesting sabbatical, the request will be granted by the President of the Board of Directors