

ICADV SABBATICAL LEAVE POLICY

Policy Name: General Policy

Policy Number: GP009

Purpose: To establish general guidelines on the use and availability of employee sabbaticals to promote professional development and revitalization.

I. Background and Reasons for Policy

Domestic violence intervention and prevention is a high-stress field. In order to prevent burnout and reduce turnover of high-quality, effective employees, the Indiana Coalition Against Domestic Violence (ICADV) intends to offer eligible employees sabbatical leave as a means to rejuvenate and return to work a more effective employee. It is the intention of ICADV that this time be used for revitalization of the employee, not domestic violence work in another forum.

II. Duration and Eligibility

No employee is guaranteed or entitled to sabbatical leave, and no compensation shall be paid to an employee who is denied or elects not to request sabbatical leave. Sabbatical leave requests shall be granted only to the extent that the request is feasible and advisable for the ICADV at the time of the request. The eligibility for and duration of an employee's sabbatical are based on the following criteria:

<u>Employee Years of ICADV Service</u>	<u>Maximum Length of Sabbatical</u>
0-5 Years	None
6-10 Years	Up to 4 weeks
11-15 Years	Up to 8 weeks (inclusive)
16+ Years	Up to 12 weeks (inclusive)

Once an employee has taken a sabbatical, he or she will not be eligible for a subsequent sabbatical until 5 years following their return to work date. Thus, if an employee takes a 3-week sabbatical in year 7 of his or her employment, the employee will become eligible for a subsequent sabbatical of up to 5 weeks upon the fifth anniversary of their return to work following their first sabbatical, in year 12 of their employment with the ICADV. The cumulative sabbatical leave of all ICADV staff cannot exceed 12 weeks in a given fiscal year, and sabbaticals of different employees may not overlap. Only full-time employees are eligible for sabbatical leave.

III. Compensation

Sabbatical leave will be offered on an unpaid basis. However, an employee may use any available vacation and/or sick leave during the sabbatical period and thereby receive compensation to the extent that such paid-time-off is available.

IV. Insurance and Other Benefits

Except as otherwise provided below, insurance and other benefits of employment with ICADV will be continued while an employee is on an approved sabbatical leave.

Employee contributions to the ICADV 401k plan are permitted a percentage of pay, and ICADV 401k matching is based upon an employee's contribution. Thus, continued contributions during sabbatical leave will occur only to the extent that an employee has elected to use vacation and/or sick leave to continue compensation during their sabbatical leave.

V. Position Coverage

Sabbatical leave requests must be accompanied by a written sabbatical leave plan outlining a proposal for how their work will be completed in their absence. This plan will be revised and expanded as necessary prior to the employee's leave if such leave is granted. The feasibility of the employee's requested leave at the requested time will be examined on a case-by-case basis and will be a primary factor in determining whether the leave should be approved.

VI. Application for and Approval of Leave

- Application and all forms required to request sabbatical leave during a given fiscal year (July 1 – June 30) must be submitted to the Executive Director by February 1 of the prior fiscal year. (For example, an employee requesting a sabbatical between July 1, 2017 and June 30, 2018 must apply by February 1, 2017.) If the Executive Director requests a sabbatical leave, such application must be submitted to the Board of Directors for consideration before the board meeting held in January of the prior fiscal year.
- The Executive Director will consider all sabbatical applications and submit a proposal to the Board for consideration at the March board meeting. The Executive Director may work with the requesting staff member(s) to modify the proposed leave requests in order to facilitate the feasibility of and coordination among the requests.

- When competing requests for leave are submitted, preference shall be given based upon seniority, but all requests are subject to a feasibility review and may be denied or modified if they are not feasible for the organization at the requested time.
- Sabbatical leave will not be granted unless the employee agrees in writing to return to work for a minimum of six months after his or her leave to the extent the ICADV desires the employee's continued service. This requirement will be waived only for reasons of health, disability, or in the discretion of the Board of Directors.
- Sabbatical leave does not constitute a break in service; however, ICADV is not required to keep a position open if facing position elimination by reason of reorganization or financially required downsizing of the organization.

VII. Other Guidelines

- A sabbatical leave may not be extended beyond the maximum length set forth above with unused vacation time.
- Sabbatical leave is entirely at the discretion of ICADV and is under no circumstance an employee entitlement. A sabbatical leave can be denied for any reason by the Executive Director or in a case where the Executive Director requests leave, the ICADV Board of Directors may deny the leave for any reason.
- ICADV assumes no responsibility for expenses associated with an employee's sabbatical.

APPROVED DATE: January 16, 2015

EFFECTIVE DATE: January 20, 2015

