

## **VI. *Sabbatical Leave***

Sabbatical leave is meant to provide employees with a period of time for learning and rejuvenation. Availability of sabbatical leave for any employee is subject to approval by the Board, based on the personnel stability of MCADSV and the budget capabilities at that time. Sabbatical leave is entirely at the discretion of MCADSV and is under no circumstance an employee entitlement.

In order to be eligible an individual must be employed continuously with MCADSV for at least 7 years. Employees are eligible for sabbatical leave for every 7 years of service. It is preferred that sabbatical leave be taken within the year it has been earned.

If there are circumstances that prevent the leave from being taken (ie staff, funding shortage, or employee personal situation) during the year it is earned, then the leave may be taken in later subsequent years. In the event the sabbatical leave is taken in a later year, any additional sabbatical leave must be taken at least 7 years after the original sabbatical leave was taken. For instance, if an employee ends up taking the sabbatical leave in year 10, then the next time they would be eligible for sabbatical leave would be in year 17.

Sabbatical leave is optional and must be elected by the employee who is eligible. The amount of time available for sabbatical is up to 12 weeks. Employees shall receive full pay, medical, and retirement benefits during the sabbatical leave. Vacation and sick leave will not accrue during sabbatical leave.

The sabbatical leave cannot be extended beyond 12 weeks and cannot be used in combination with other leave such as vacation or flex-time. The employee will not earn additional holiday days during sabbatical leave. In addition, there will be limitations on the amount of leave taken in any one year. Taking parental leave, extended vacation leave, and sabbatical leave all in the same year/time period will be strongly discouraged and may not be approved.

If more than one person is eligible for sabbatical leave at one time, the person who has worked the longest period without a sabbatical shall have priority.

An employee must submit a written request for sabbatical leave to his or her supervisor at least 6 months prior to the start of the requested leave, including plans for study and/or activity during the sabbatical and indications of the ways in which the study and/or activity will benefit the Coalition after the employee's return. The request shall also include recommendations regarding interim staffing for the employee's position.

Sabbatical leave must have the prior approval of the employee's supervisor and the Executive Director. In the case of the Executive Director, sabbatical leave requests will be directed to the Executive Committee. All sabbatical leave requests are ultimately decided by the Board of Directors. Any employee submitting a request for sabbatical leave can expect a decision within 2 months of the date on which the request was received.

No compensation is to be paid by MCADSV to the employee eligible for sabbatical leave in lieu of taking a sabbatical leave.

A sabbatical may not be used to assume another full-time paid position elsewhere.

MCADSV assumes no responsibility for expenses associated with an employee's sabbatical.

Sabbatical leave with pay shall not be granted unless the person requesting such leave agrees in writing to return to MCADSV after such leave for a minimum 6 month period, if the Coalition still desires the person's continued service.

It is expected that the recipient will continue his or her service at MCADSV following the completion of sabbatical leave. This expectation will be waived only for reasons of health, disability, or at the Executive Director's discretion or in regards to the Executive Director, at the discretion of the MCADSV Board of Directors.