

StriveTogether Staff Sabbatical Program

Effective date: June 1, 2023

Purpose

Leadership development research indicates that people benefit from sabbaticals to take a break, refresh and recharge. Sabbaticals also offer an opportunity for professional development for other individuals on the team, often creating stretch opportunities for peers. For these reasons, this program is part of StriveTogether's strategy for organizational development.

While some organizations make sabbaticals available only to chief executive officers, we believe a sabbatical program for all team members after a period of service to the organization is a meaningful way to reward their contributions and energize staff for the next phase of their tenure at StriveTogether.

This sabbatical time will be designed by the team member and could be used for travel, study, writing, professional development, artistic endeavors, reflection, family time or any other pursuits that will enable and encourage renewal.

Length:

The program will offer paid leave for six weeks that can be combined with up to four weeks of PTO (i.e., vacation or personal days) for a maximum of 10 consecutive weeks. The sabbatical cannot be broken up and must be taken consecutively.

Eligibility:

- The team member must have worked for StriveTogether for a minimum of seven continuous years in a full-time capacity and must be a full-time employee at the time of the sabbatical.
- The team member must not have participated in a fellowship or other program that carries opportunities away from StriveTogether within two years or have taken any extended leave or extended absence from work within the past year.
- The team member must be an outstanding member of the team who has demonstrated a track record of positive performance reviews (meets or exceeds expectations) and consistent contribution to the organization's results.
- The team member must be committed to working at StriveTogether for at least one full calendar year following the sabbatical. If the team member does not return for the full calendar year, they may be subject to a pro rata repayment.

Request and approval process:

The eligible team member should request the sabbatical leave by first discussing it with their manager and then submitting a sabbatical leave request form to Human Resources. The CEO (or designee) is the final decisionmaker. Generally, only one StriveTogether team member can take sabbatical at any given time. Priority will be given based on hire date. Sabbaticals must be arranged at least six months in advance and must be approved by the employee's direct supervisor. The CEO (or designee) will consider the needs of the organization when approving sabbaticals.

Additional considerations:

During sabbatical, StriveTogether will not cover the costs of travel, professional development fees or other direct costs above your professional development allocation for the year. A team member on sabbatical shall not earn additional outside income. Upon return from sabbatical, the team member should submit a written reflection to Human Resources, who will share it with the COO and CEO. The team member may also share reflections on their sabbatical at a "lunch and learn" with StriveTogether team members within two to three months of their return.

If a team member does not arrange a sabbatical, it will be forfeited. Sabbatical leave shall not accrue or be subject to payment upon separation from StriveTogether.