



## **Bread for the City Sabbatical Program & Policy**

In 2019 Bread for the City (BFC) began a sabbatical program for employees. In 2023, BFC revised the program to recognize employees that have reached the significant employment milestone of 10 years with the organization. The sabbatical program allows employees time to recharge while ensuring minimal disruption to the operations of the organization.

### **Length of Leave and Stipend:**

Eligible employees may request up to **three months** of paid sabbatical leave. The employee's compensation and benefits will continue uninterrupted during leave, and the employee will accrue time off during the sabbatical leave. You may not split up the sabbatical leave period but can choose to take less than three months. The employee will resume their same position upon returning from leave.

The intent is to provide a \$3,000 stipend as long as the organization is financially able to do so.

### **Eligibility:**

Any employee who has worked at BFC for more than 10 years and has not taken a sabbatical within the last 10 years is eligible to request sabbatical leave.

### **Priority:**

We start with the staff person with the longest tenure. The staff person with the longest tenure, in consultation with their Program Director, coordinates mutually agreed upon dates for their sabbatical. If the longest tenured person in that department chooses to defer their sabbatical leave, the next tenured person with 10 or more years may choose to take sabbatical leave.

### **Process:**

Eligible employees will be notified of their eligibility for a sabbatical upon their Breadaversary. If interested, the eligible employee must submit a written request to their Program Director (or to the Board of Directors, in the case of the CEO's request for a sabbatical), briefly outlining the expected dates for the leave and how their work will be covered in their absence. Applicants will be notified of the decision in writing within a month of the request.

In addition, a staff person who has worked with us for 10 or more years and reaches the age of 62 and wishes to retire prior to having had an opportunity to take a sabbatical can receive three months of their regular salary as well as the \$3,000 stipend.

**Requirement:**

If sabbatical request approved, the employee shall be required to sign an agreement including the following terms:

- 1) All parties have agreed to the sabbatical, the start date, and the end date.
- 2) Sabbatical time cannot be split (i.e. the sabbatical must be continuous).
- 3) If the employee chooses not to take all of the approved sabbatical, no compensation will be paid in lieu of untaken sabbatical leave.
- 4) BFC assumes no responsibility for expenses associated with sabbatical.
- 5) Employee shall work with the program director to draft a work coverage plan at least one month prior to the date of leave.

**Work coverage:**

The supervisor of the employee granted sabbatical leave will work with the employee to determine the best plan for coverage in the employee's absence. If other employees agree to take on parts of the employee's workload in their absence in order to reduce the impact on our services, BFC may compensate such employees in the form of a performance bonus, proportional to the increase in workload, if funding allows. In some circumstances, BFC may have to hire temporary employees to cover the work.

**Fine print:**

Any unused leave is forfeited and is not payable to the employee upon separation or will not be converted to cash in any circumstances. This leave is not intended to be an extension of vacation or any other current benefit provided by the organization. This policy does not constitute a guarantee of continued employment. Rather, employment with the organization is on an at-will basis.