

Piped Piper Sabbatical Leave Policy (Level 66 and Above)

Purpose

Piped Piper recognizes the value of extended periods of rest and rejuvenation for our senior-level employees. This policy outlines the company's sabbatical leave program designed for employees at level 66 and above.

Eligibility

Employees at level 66 and above are eligible for sabbatical leave upon completion of every five (5) years of continuous full-time employment at Piped Piper.

Sabbatical Duration

Eligible employees are entitled to a two (2) month sabbatical leave for every five (5) years of service.

Compensation

Sabbatical leave is unpaid. However, employees may choose to use accrued vacation time during their leave.

Scheduling and Approval

- Employees must submit a sabbatical leave request to their manager and HR at least six (6) months in advance of their desired start date.
- Requests should include a proposed plan for the sabbatical period.
- Approval is subject to business needs and will be considered on a case-by-case basis.

During Sabbatical

- Employees are not expected to perform work duties during their sabbatical leave.
- Employees will retain their benefits (e.g., health insurance) during the sabbatical period.

Return to Work

Upon completion of the sabbatical, employees are guaranteed a position at Piped Piper at their same level or a comparable one.

Additional Information

For more details or questions regarding sabbatical leave, please refer to the full Piped Piper Employee Handbook or contact the HR Department.