

## Title: Sabbatical Leave for Long-Term Serving Employees

### Purpose

The purpose of this policy is to recognize long serving employees of Water.org and to allow them time to recharge, share time with their families, and promote work-life balance. Questions concerning interpretation of this policy should be addressed to the Human Resources department.

### Scope

This policy is applicable to all eligible employees serving Water.org for a minimum of fifteen (15) years and above and can only be granted once during their employment. Sabbatical Leave is reckoned at six (6) weeks paid leave, subject to terms and conditions as stated below.

*\*It is incumbent upon the employee to remember and apply for Sabbatical Leave, HR will not notify the employee. A week means 7 calendar days including Saturdays, Sundays, and holidays.*

### Policy

**Eligibility and Extension of Leave** – All Employees who are serving Water.org for the period stated above on a full-time or those who initially served full-time and now are serving on average 75% of their time. Employees receive their full benefits while on sabbatical leave. Salaries during the core leave period will be paid at 100%. Employees taking sabbatical leave may choose to extend the length of their leave by up to 2 weeks, utilizing PTO/vacation balance. If 2 weeks of PTO is unavailable, unpaid leave may be taken for the remainder of that time. The maximum period of sabbatical leave shall not exceed 8 weeks.

The employee must submit their application for Sabbatical Leave at least three (3) months prior to the intended date of leave to better prepare for the work that they will be leaving behind.

### Other considerations:

- Eligible employees must have passed their most recent annual performance evaluation, are not underperforming, or placed on performance improvement plan (PIP), or any similar performance action.
- Sabbatical Leave cannot be taken within six months of a prior long-term leave of absence greater than 1 month.
- Employees who already filed their notice of resignation are not eligible for Sabbatical Leave.
- If your sabbatical overlaps with a national or office designated holiday, your leave entitlement will not be extended by those additional days.

- If more than 1 person in a key role within a function qualifies for leave during the same period, the sabbaticals must be sequenced to not overburden the team to cover the absence. HR will help manage priority by considering length of overlap, which leave was requested first, fixed dates related to leave request, seniority, etc.

### **Continuous Period of Leave**

Sabbatical leave must be used on a continuous period, in no way may it be used in half or small increments.

### **Post Leave Requirement**

Employees are required to stay with the Organization for six (6) months following the last day of their leave. In case an employee voluntarily resigns within six (6) months from the last day of Sabbatical Leave, the entire leave will be charged to the employee's remaining PTO and/or deducted from their last pay.

### **Not Convertible to Cash**

In case of termination of employment, or immediate employee resignation, or failure to use the leave, Sabbatical Leave is not convertible to cash.

### **Approvals**

Application for Sabbatical Leave must be endorsed by the Supervisor and/or Director or Department Chief and approved with finality by the HR Director.

### **Discretion to Discontinue**

The Organization has the discretion to discontinue this benefit at any time and does not have the obligation to replace it with another benefit.

### **Applicability of Local Law**

Paid sabbatical leave may be subject to tax per local law.

This policy is complementary to any local law on long service leave and not in addition to existing local law or future policy.