

Sabbatical Leave

SABBATICAL LEAVE (Salary Exempt and Salary Non-Exempt Employees Only)

Purpose

It is the policy of MAPP to extend this benefit to allow eligible employees to take paid sabbatical leave to focus on continuing education, self-development, and/or for desired travel

Eligibility

Full-time salary-exempt and full-time salary non-exempt employees are eligible under this policy. Employees are eligible to apply for a 1 month (4 week) sabbatical leave after 7.5 years of consecutive full-time employment. Full-time employment is defined as someone that works an average of at least 30+ hours per week.

After an employee has completed the sabbatical leave, an employee is not permitted to reapply for another sabbatical leave until another period of 7.5 years of continuous employment has elapsed (following the completion of an employee's last sabbatical). This rule applies without regard to the duration of prior sabbatical leaves.

Employees on approved sabbatical leaves will receive their full weekly pay and continued benefits during the period of sabbatical leave. Employees enrolled in MAPP's group benefits plan will continue to have pre-tax deductions made from their pay during the sabbatical period.

Eligible employees may see reimbursement for up to \$2,500 of pre-approved education, self-development, or travel expenses incurred during the approved sabbatical leave.

Procedures

Eligible employees who wish to apply for sabbatical leave are required to submit a letter to the sabbatical panel describing the proposed plans for sabbatical and anticipated activities. The leave request must be submitted to the sabbatical panel 6 months prior to the desired sabbatical leave commencement date. Employees are not guaranteed a sabbatical leave, and MAPP reserves the right to deny, delay, or defer an employee's sabbatical leave based on business needs.

Upon an employee's return from sabbatical leave, employees must provide a short, written summary describing how the employee was impacted by the experience.

After an employee's return from sabbatical leave, the employee will be required to produce documentation of the activities conducted during this time, including receipts to support any expenses for which the employee is seeking reimbursement. Failure to produce requested documentation of approved activities and expenses during the sabbatical period may result in the employee becoming ineligible to participate in future sabbaticals.

Time off taken for approved medical leaves, including leave taken under Family and Medical Leave Act will be when determining eligibility for sabbatical leave or "continuous service".