

## Tip Sheet

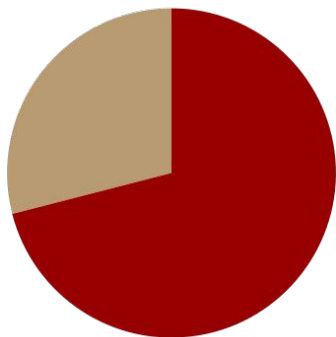
## Sabbaticals

A sabbatical is an extended break from routine work in which an employee may recharge and pursue other interests. Sabbaticals are typically a few months off, after a few years of service, paid or unpaid.

The most common length of time for a sabbatical is **1-2 months**

Sabbaticals are most commonly offered to employees once they have been with the company for **5 years**

Some companies offer their employees the opportunity to take a sabbatical every **5 years**



**71%**  
of employees would consider a sabbatical if it were an option at work.

## Why offer sabbaticals?

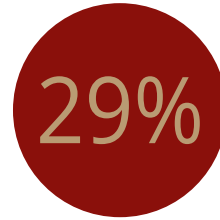
- **Burnout prevention**→ Promoting recovery helps people actively manage their own wellbeing. 34% of sabbatical goers said they took the break to avoid complete burnout.
- **Improved wellbeing**→ After a sabbatical, 96% of people said it improved their work/life balance. 70% of people benefit from improved physical health and confidence.
- **Talent retention**→ Allowing people to recharge on a break means they return, stay, and thrive. After a sabbatical, only 13% of leaders move on within a year, most stay 6 years or longer.
- **Talent attraction**→ Revitalizing leave options will help companies attract the best people. 80% of employees prefer additional benefits to a pay increase.
- **Loyalty and engagement**→ Sabbatical programs have been found to create a sense of company loyalty and commitment. People feel more engaged and productive once they've returned.
- **Reduced leave balances**→ Sabbaticals that incorporate use of vacation days, reduce leave balance accruals as liabilities on the balance sheet, improving the financial position of a company
- **Improved productivity**→ Research shows there is a causal link between wellbeing and performance. Happy people are 12% more productive. People return from sabbatical happier and more productive.
- **Succession planning**→ A sabbatical allows an interim manager/team to step up and grow. 88% agree that sabbaticals lead to greater attention given to developing the next tier of leaders.

"The sabbaticals enable employees to take time away from work and the "go, go, go" reality of today's world to rejuvenate and explore personal interests without while still receiving pay and benefits." - HubSpot

Tip Sheet



Of companies said they offered paid sabbaticals to their employees.



Of organizations offered unpaid sabbaticals.

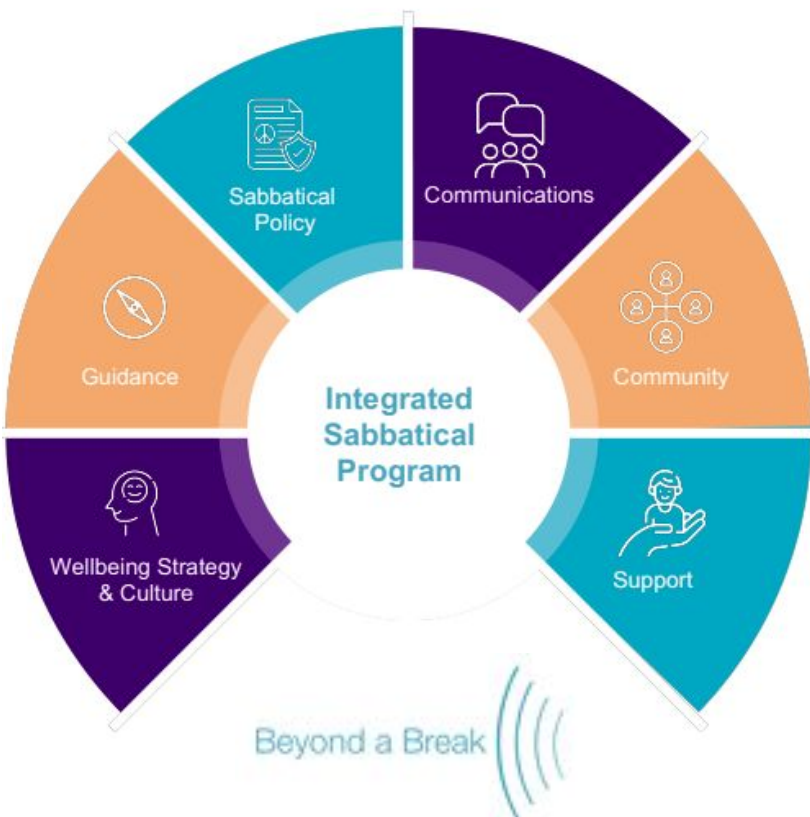
Sabbatical Policy Considerations

- **Evaluating sabbatical requests**→ Explain your companies approval procedure in your policy to maintain transparency
- **Employee agreement post-sabbatical**→You may also choose to add a clause that requires your employees to work for your company for a set period after taking sabbatical leave. This prevents employees from taking a sabbatical to gain new skills and bring those skills to another organization.
- **Required notice**→ Consider how far in advance an employee should notify you of their sabbatical plans. Two or three months’ notice is common.
- **Maximum length of work**→ Consider the maximum amount if time you can run your organization without your employees. You may have a set maximum length or maximum length which varies on years of service. Alternatively, you may consider leave on a case-by-case basis.

Employee outcomes of taking a sabbatical

- **Rejuvenation**→ After a sabbatical, 96% of people said it improved their work/life balance
- **Passion**→87% of sabbatical goers report improved connections with family and friends following a sabbatical
- **Confidence**→70% of people benefit from improved physical health and confidence following a sabbatical
- **Inspiration**→ Sabbaticals improve neuroplasticity - the brain’s ability to create new neural pathways for new ideas

Successful sabbatical programs go beyond a policy



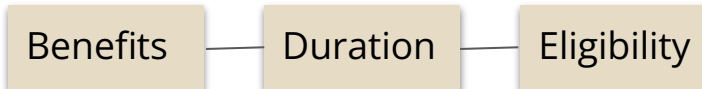
*“Launching a sabbatical program is about more than having a policy. It needs the right culture, communications, and guidance to encourage employees to take sabbaticals to recharge and proactively look after their own wellbeing. When companies support sabbaticals, they’re rewarded with productive, loyal, engaged employees ready to drive the business to success.”*

Lyndall Farley, Founder of Beyond a Break sabbatical consulting

Tip Sheet

3 Levers

Corporate Examples



Company	Benefits	Duration	Eligibility
<b>Accenture</b>	Unpaid	3 months	None stated
<b>Adobe</b>	Paid	4-6 weeks	5 years continuous tenure
<b>Basecamp</b>	Paid	6 weeks	5 years tenure
<b>Boston Consulting Group</b>	Paid	2 months	5 years tenure
<b>CitiGroup</b>	Paid	12 weeks	5 years tenure- pay at 25% salary
<b>Deloitte</b>	Unpaid	1 month	None stated- a 3 to 6 month option also offered at 40% of pre-sabbatical base salary
<b>eBay</b>	Paid	1 month	5 years tenure
<b>EY</b>	Unpaid	6-12 weeks	No tenure required
<b>Genentech</b>	Paid	6 weeks	6 years tenure
<b>Goldman Sachs</b>	Unpaid	6 weeks	15 years tenure; 2 additional weeks every 5 years after
<b>Hubspot</b>	Paid	1 month	5 years tenure
<b>Intel</b>	Paid	4 weeks/ 7 weeks	4 years / 7 years tenure
<b>Johnson &amp; Johnson</b>	Paid	1-6 months	None stated
<b>McDonalds</b>	Paid	8 weeks	10 years continuous tenure, every 5 years after
<b>Morningstar</b>	Paid	6 weeks	4 years tenure
<b>REI</b>	Paid	4 weeks	15 years tenure, every 5 years after
<b>Vistaprint</b>	Paid	4 weeks	5 years tenure
<b>Whole Foods</b>	Unpaid	6 weeks	Every 6,000 hours of service

An Innovative Approach

**Schneider Electric** allows employees to put aside a percentage of their paycheck while the company matches a portion of that amount. After three years, employees can use the savings to take three months off and do whatever they want.