



**GLOBAL  
INITIATIVE**  
AGAINST TRANSNATIONAL  
ORGANIZED CRIME

## GI-TOC SABBATICAL LEAVE POLICY

### *Purpose*

The purpose of this policy is to provide eligible employees who have completed a minimum of three years of continuous service with the organization the opportunity to take sabbatical leave for personal or professional development.

### *Duration*

The maximum duration that can be taken for sabbatical leave is six months. The leave is unpaid and employee should use their annual leave days as part of the sabbatical leave period. This includes any rollover leave from the previous year.

### *Approval Process*

The employee must submit a written request to their supervisor and approval by senior management at least 3 months in advance. The request should outline the purpose and goals of the sabbatical, as well as a proposed plan for coverage of their responsibilities during the leave.

Approval of sabbatical leave is at the discretion of the organization and is subject to the operational needs of the department. The organization reserves the right to deny or postpone sabbatical leave requests based on work requirements. While the employee is gone the team can hire someone temporary with salary funds allocated for the position.

### *Return to Work*

If the employee decides they will not return to work, they must inform their supervisor 3 months before the end of their sabbatical end date.

Employees are required to report back to work on the agreed-upon date at the conclusion of the sabbatical. Failure to return as scheduled may be treated as a voluntary resignation.

Upon return from sabbatical leave, employees will be reinstated to their previous position if it is still available. If the position is no longer available, the organization will if possible and given available resources, make reasonable efforts to place the employee in a comparable position, considering their skills and qualifications.