

## Navigator Schools Sabbatical Leave Policy

Navigator Schools seeks to retain high-performing leadership employees who stay with the organization for a long period of time. We value maintaining personal wellness, remaining committed to the work, and being passionate about the work. In order to support these goals, our sabbatical leave policy provides time for renewal and rejuvenation to eligible employees in our leadership team.

### Objectives

Our sabbatical leave policy has the following objectives:

- To enhance productivity, creativity, and passion for education;
- To encourage eligible employees to continue their career at Navigator Schools;
- To help eligible employees reach a wider understanding of their work by pulling back from the rigors of the workday and gaining a broader perspective.

### Eligibility

The following positions are eligible for sabbatical leave under this policy:

- Chief Executive Officer & Superintendent (“CEO & SUPERINTENDENT”)
  - Chief Financial and Operations Officer (“CFOO”)
  - Chief Academic Officer/Founder (“CAO”)
- 
- The CEO & SUPERINTENDENT, CFOO, and CAO shall be eligible to take up to six (6) months of sabbatical leave, once every six (6) years, or up to one (1) year once every twelve (12) years.
  - Requests to take sabbatical leave must be in writing to the Board of Directors.
  - The Board of Directors shall use the following criteria in deciding whether to grant sabbatical leave:
    - Performance;
    - Effect of the sabbatical on grantees, programs, and other employees;
    - Availability of replacement personnel;
    - Effect on the budget; and/or
    - Benefit to the organization.

- The decision of the Board of Directors regarding a sabbatical leave is final and not subject to review or appeal.
- The CEO & SUPERINTENDENT, CFOO, and CAO may not take a sabbatical prior to serving six (6) years with the organization or prior to six (6) years since the completion of a previous sabbatical.

#### **Terms of Sabbatical Leave**

- During an approved sabbatical, Navigator Schools will provide 100% of the eligible employee's full-time salary, and will continue to provide the health and retirement benefits in the manner the employee received immediately prior to the beginning of their sabbatical.
- Sabbatical leave does not accrue. An employee may not receive cash in lieu of time off for a sabbatical. Sabbatical leave cannot be converted into a cash benefit upon separation of employment.
- An employee on sabbatical leave is understood to be free of ongoing regular responsibilities related to their position, but understands that they may receive occasional calls or correspondence if certain matters require their involvement.
- A written commitment to stay with the organization for one (1) year following return from the sabbatical is required. If the eligible employee resigns within one (1) year of returning from sabbatical leave, the employee shall provide full repayment to the organization for the costs of salary and benefits provided during the sabbatical.
- Despite the written commitment, employment remains "at-will" at all times while the employee is on sabbatical leave and after their return. Sabbatical arrangements will not affect unforeseen organizational changes such as reductions in force or reorganization, or in any way alter or impair the at-will nature of employment.