

RESOLUTION #2024 -

RESOLUTION TO ESTABLISH BBAY SABBATICAL POLICY AND PROCEDURES

WHEREAS, the Brooklyn Bridge Alliance for Youth (“BBAY”) seeks to build a system of high-quality, accessible, and fully resourced opportunities that address systemic disparities in graduation, pathways to college and career, and youth safety and well-being (“Mission”); and

WHEREAS, in order to achieve this Mission, BBAY must increase employee retainment through prioritizing rest, healing, and wellbeing, and revitalize performance of employees to continue the work towards BBAY’s mission; and

WHEREAS, in order to achieve this mission, the BBAY Board of Directors wishes to establish a Sabbatical Policy and associated Procedures; and

WHEREAS, a sabbatical program is a “program for preventative health and employee recognition” under Minn. Stat. § 15.46; and

WHEREAS, a sabbatical is included in the type of leave permitted under Minn. Stat. § 471.66 which permits the “governing body” to “by ordinance or resolution” allow for the granting of vacation with or without pay; and

WHEREAS, in order to take effect, the Sabbatical Policy and Procedures must be approved by resolution of all BBAY Joint Powers members; and

WHEREAS, the proposed Sabbatical Policy and Procedures are not retroactive and the entitlement to a sabbatical will not be based on service of any employee that was rendered prior to the approval of this resolution by the BBAY Board of Directors and the governing body of all joint powers members; and

WHEREAS, the proposed sabbatical leave will be offered to BBAY employees in addition to the City of Brooklyn Park (fiscal agents) existing leave options; and

WHEREAS, beginning five-years after this resolution has been approved as indicated herein, full-time employees in good standing with 5 years of service to BBAY will be eligible to apply for a sabbatical that will 1) support their wellbeing, 2) increase wellness, and 3) revitalize their contributions to advance the mission;

WHEREAS, eligibility guidelines and procedures will be further established and governed through the Sabbatical Policy & Procedures; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Brooklyn Bridge Alliance for Youth as follows:

1. The Board approves the attached Sabbatical Policies and Procedures, which may be amended from time-to-time by action of the Board.
2. The Sabbatical Policy will officially be established upon the approval of all governing bodies of the participating joint powers members, and entitlement for sabbatical leave will begin to accrue at that time.
3. The Executive Director is required to prepare annual budgets in accordance with this policy.
4. The Executive Director is authorized to review, provide recommendations and submit sabbatical proposals to the Executive Leadership team for approval.
5. The Executive Leadership Team is authorized to approve sabbatical proposals and to notify the Board of Directors of upcoming staff sabbatical.

6. The Board of Directors of the Brooklyn Bridge Alliance for Youth is required to ensure organizational resources are in place to advance the Mission.



Sabbatical Policy & Procedure

DATE: November 13, 2024
TO: Alliance Board of Directors
FROM: Executive Leadership Team & Rebecca Gilgen, Executive Director
SUBJECT: Sabbatical Policy and Procedure

Policy Objectives

1. Increase employee retainment through prioritizing rest, healing, and wellbeing, and
2. Revitalize performance of employees to continue the work towards BBAY's mission.

Sabbaticals will Advance our Collective Mission

When we prioritize the wellbeing of staff it will advance our mission and values:

Our Mission

To build a system of high-quality, accessible, and fully resourced opportunities that address systemic disparities in graduation, pathways to college and career, and youth safety and well-being.

Our Core Values

- Youth-centered and youth-led.
- Build sustainable community partnerships.
- Accountability to self, partners, and community.
- Intentional inclusivity and representation.
- Innovate to disrupt structural inequities.
- Authentically share power with community.

To do this important work, employees must be provided with new opportunities to take care of their wellbeing. In addition to other forms of leave; vacation, sick time, FMLA; adding a sabbatical leave to yields the following benefits:

- **Lower turnover rates and reduction in recruitment costs.** Not only is sabbatical leave a valuable benefit attractive from a recruitment standpoint, but it is also an effective retention tool in keeping high performing staff.
- **Increase organizational capacity.** While an employee is on leave, other staff members learn new skills and take on new responsibilities. As a result, the capacity of leadership within the organization is enhanced and provides more intentional opportunities for cultivating and protecting resources in the organization (Creating Disruption, 2010).
- **Cultivate stronger, more informed boards.** Including the board on the process of planning and implementing a sabbatical program can provide a key learning experience about leadership roles and responsibilities in addition to general operations. It also provides the opportunity for a more collaborative partnership between the BBAY board and executive leadership.

- **Transitional and future leadership.** Sabbaticals can give interim leaders a chance to grow and showcase their skills. Studies have shown that interim leaders were more effective and responsible when sabbatical takers returned. Sabbatical programs also provide opportunities for training and observing future leaders.
- **Create healthier work habits.** The purpose of a sabbatical is to refresh and revitalize on several levels: mentally, physically, emotionally, and spiritually. During this process, employees on sabbatical can readjust their worldview and what is most important to them. This renewed focus on work-life balance has the potential to influence and enhance the culture of BBAY.
- **Convey a positive message to the community.** By providing opportunity for rest and taking care of wellbeing of employees, we are fostering an environment which prioritizes healing.

Sabbatical Policy

1. This Sabbatical Policy will be approved through Board Action and a resolution by the governing bodies of all BBAY joint powers members.
2. Sabbatical leave is offered in addition to the City of Brooklyn Park (fiscal agents) existing leave options.
3. Sabbatical leave is included in the type of leave permitted under Minn. Stat. § 471.66. This statute permits the “governing body” to “by ordinance or resolution” allow for the granting of vacation with or without pay.
4. Full-time employees in good standing with 5 years of service to BBAY, following the approval of this policy, are eligible to apply for a sabbatical that will 1) support their wellbeing, 2) increase wellness, and 3) revitalize their contributions to advance the mission.

Eligibility Guidelines

1. Have been employed with BBAY for a minimum of 5 years as a 1.0 FTE employee, all five years must have accrued after the approval of this Sabbatical Policy by all governing bodies of the BBAY joint powers members.
2. Eligible employees must have been in their current role for no less than two years; be in good standing and not subject to disciplinary actions for performance or behavior counseling and must be meeting the expectations of their position.

Procedures

Requests for Sabbatical Leave: Candidates of this policy will...

1. Have received positive performance evaluations.
2. Provide a plan that includes how the duties of staff on sabbatical will be managed or delegated allowing staff on sabbatical to fully separate from their daily duties while ensuring that the day-to-day operations are unaffected and ensuring that contract and grant obligations are met.
3. Provide a plan for how the sabbatical will be communicated to staff, outside associates and organizations (before, during and after) leave.
4. For proper planning and more favorable outcomes, requests for sabbaticals should be submitted as soon as possible before the desired leave begins. Sabbatical requests submitted less than four months in advance may not be approved.
5. Accept sabbatical as an opportunity to refresh and rejuvenate and as an opportunity to return refreshed and renewed commitment.

Approval of Sabbatical Leave: The Candidate’s supervisor will...

1. Weigh the following factors in determining whether to grant the leave:
 - a. Eligibility requirements are met (as defined by the Sabbatical Policy).
 - b. The activities proposed benefit the health, wellbeing, and rejuvenation of the applicant.
 - c. Organizational capacity for support (interim management, financial, staff capacity) is available.
2. Determine whether duty pay or hiring a consultant will be needed. In the case where work will be reassigned to the remaining staff, if the work is above the staff’s existing paygrade, and requires significant time allocation for longer than 4 weeks, duty pay or hiring a consultant is recommended.
3. Determine whether the employee is in good standing with positive performance evaluations.

4. Make a recommendation to the Executive Director.

The Executive Director will:

1. Review the submitted proposal for staff and presented the proposal to the Executive Leadership Team for approval, who will notify the board. In the case of the Executive Director, requests for sabbatical leave will be reviewed by the Executive Leadership Team and approved by the Board.
2. Determine whether to endorse the request for leave.
3. Authorize the sabbatical leave dates and approve operational work plan during the candidate's absence, and upon the candidate's return.
4. If there are multiple staff eligible for Sabbatical leave in one year, and it is determined by the Executive Leadership Team and or Executive Director that the organization would suffer from staff absence, alternative timelines can be approved by the board. Prioritization for leave will be based on seniority, timeliness for the submission of the plan and feasibility that the plan can be executed.

Requirements for Period of Leave

1. The primary requirement for sabbatical leave is that the time is spent away from work.
2. This may take the form of pleasure travel, pursuit of a vocational interest spent away or at home with one's family. The leave can combine more than one element or more than one location, but candidates should take care not to over schedule their sabbatical time. BBAY recognizes that some candidates may have a desire or need for professional development. Consequently, participation in tuition-based training programs, residencies or study time may constitute a component of an applicant's proposal.
3. Minimum of 4 weeks paid leave.
4. Maximum of 12 weeks total.
 - a. After the 4 weeks' paid leave, employees may take an additional 8 weeks utilizing either vacation, or unpaid leave of absence.
5. Awardees submit a brief written report about the sabbatical to the Executive Director who will transmit that report to the Board of Directors within two months of completion.
6. In the case that more than one member of staff may be eligible for sabbatical, proposals will be considered as they are received and are dependent on the candidate's ability to prepare a plan that does not harm others or create risk for programmatic failure.
7. Staff can request sabbatical leave at the end of every 5 years, given they are eligible.
8. Sabbaticals may not be rolled over and must be used in the year the employee is first eligible.

Medical leave, PTO use and benefits

1. Time off taken for approved medical leave will not be counted against the employee when determining eligibility or "continuous service."
2. If while on sabbatical, the employee has an FMLA qualifying event, an application for FMLA should be submitted. If FMLA is approved, the sabbatical may be suspended at the request of the employee and approval of the Executive Director, with any remaining weeks used within the three-year eligibility period.
3. Employees on sabbatical who are enrolled in our group benefits plan will remain covered and will continue to have deductions made from their pay during the sabbatical period. In the event that an employee is on an unpaid leave, the employee will be responsible for any employer contributions toward benefits that would otherwise have been deducted from the employee's paycheck.

Restrictions

1. BBAY does not offer cash in lieu of sabbatical.
2. Sabbatical leave is not a bonus.
3. The time allotted must be taken consecutively.
4. If a sabbatical is not taken within 1 year of becoming eligible, it will be forfeited, unless alternative timelines are approved by the board.
5. During the time the employee is on their sabbatical, the employee is not allowed to do any paid work related to their role at BBAY.

6. Any intellectual property created during an employee's sabbatical leave related to the work of BBAY will be deemed property of BBAY. Work not related to BBAY or outside of the scope of the employee's role, will remain their intellectual property.

Repayment Upon Resignation

1. Employees returning from sabbatical leave must remain with BBAY for a minimum of one (1) year, after their date of return. Employees who leave employment before they fulfill the 1(one) year requirement, will be required to repay a pro- rata share of the four-weeks paid salary paid to them during the sabbatical.
2. The proposed formula for the pro-rata share will be determined by how many months, post sabbatical, the employee remains with the BBAY. Staff will be required to repay 100% percent of their salary if they leave within six months; 50% of their salary if they leave after seven and up to 12 months. At the discretion of the Executive Director, the amount owed may be reduced, subject to approval of the Board.
3. Upon return from sabbatical, an employee must sign an agreement that amounts owed to BBAY upon resignation will be deducted or withheld from any paycheck issued after the notification of resignation including any pay out of accrued vacation. If the full repayment of monies owed is not collected, BBAY reserves the right to collect the remaining amount by other means.

Funding Sabbatical

1. If possible, budgets for grant funded projects should include this fringe benefit.
2. Funds from the base-budget (public funds from BBAY members), and funds gathered through indirect charges collected through contracts will be used for this benefit.
3. Each year BBAY will set aside funds to ensure resources are available for eligible staff and added to the restricted fund. At the time of approving the annual budget, the board will ensure resources are available.
4. If staff resign, these set aside funds may be released to the general fund for use.