Sabbatical tips for managers

Adobe Sabbatical Program

The Adobe Sabbatical Program exists in four countries (Canada, India, Japan, and US) and provides employees with the opportunity to take additional paid time off every five years to relax, recharge, and re-energize. Employees have two years to complete their sabbatical once they have qualified for the program. This tip sheet provides managers with the resources on how to plan and manage a sabbatical.

Resources

By country

- Canada Sabbatical Policy
- India Sabbatical Policy
- Japan Sabbatical Information
- United States Sabbatical Policy

All eligible countries

- How to Submit a Sabbatical
- Find Sabbatical Eligibility Dates
- Welcome Back tip sheet

Before the sabbatical

1 Pre-planning

> Start a planning conversation six months prior to when your employee will take their sabbatical and provide a final approval of their time off within 60–90 days before they plan to take it. Advance notice is preferred to help you plan for your employee's absence and maintain business continuity.

> As a reminder, you can check sabbatical eligibility for your employees in Workday by navigating to "Time Off" > "Sabbatical Eligibility". Have a conversation with your employee about communication during their sabbatical to find out if they would like to stay in touch or be completely offline.

> Acquisition reminder: if your team came from an acquired company, they will become sabbatical eligible at the same time and hence making pre-planning and staggering sabbaticals all that more pertinent in order to maintain business continuity.

> Build a transition plan with your employee to offload and re-engage their work.

2 Lead by example

> Create and model a culture that makes employees comfortable with taking their sabbatical.

3 Tracking time

> Remind employees to enter their approved sabbatical days directly in Workday at least 60–90 days prior to the start of their sabbatical.

4 Resource planning

> Explore work coverage options to make sure you have adequate resources during your employee's sabbatical.

During the sabbatical

1 Set expectations

> If your employee has requested to stay in contact, connect periodically by communicating relevant team or project updates and major business initiatives based on your pre-planning discussions.

2 Respect time off

> If your employee has requested to disconnect during this time, do not contact them to perform job duties or projects, join conference calls, or respond to work-related emails.

3 Email-free

> Minimize incoming emails to your employee by:
>> Temporarily removing them from your team's email distribution list.
>> Asking team members to respect their time away and not send them email.
>> Asking the employee taking the sabbatical to turn on their "out of office" notifications and provide back-up contact information.

After the sabbatical

1 Welcome back

> View the manager and employee Sabbatical Welcome Back tip sheet for detailed information on the transition back to work.
> Schedule time to provide business updates, discuss expectations and review their re-engagement plan.

2 Transition time

> Give your employee time to ease back into their role (e.g., clear email inbox, watch all-hands meeting, complete compliance trainings, reacquaint with colleagues/clients, etc.).
> Resume ongoing 1:1 and team meetings.

3 Sharing their experience

> Allow employees to share their sabbatical experience in a team meeting or all-hands meeting if they feel comfortable.

Work coverage options

Before your employee goes on sabbatical, explore these work coverage options:

1. **Work reallocation**
   > Temporarily reallocate responsibilities across your existing team without additional resources.
2. **Stretched or internal rotation opportunity**
   > Consult with peer managers to offer career opportunities across your organization.
3. **Contingent workers/external consultant**
   > Coordinate with your controller and cost center manager to find budget to procure external consultant help or hire contingent workers through PRO Unlimited. Contact cwp@adobe.com or visit the Contingent Workforce Program Page on Inside Adobe for more information.
4. **Reprioritize**
   > Re-examine your organization's priorities and see if some work can be deferred.

Reminder: You cannot backfill a position with a regular hire or internal transfer without first consulting with Employee Experience and Legal. If the employee's position is under consideration for elimination, contact Adobe's ERC at ext. 6-HELP.