

TAKING A SABBATICAL

WHAT A MILESTONE! THERE ARE A FEW THINGS YOU'LL NEED TO KNOW ABOUT SCHEDULING YOUR SABBATICAL AND GETTING PAID DURING THAT TIME. REVIEW THE CHECKLIST BELOW TO PREPARE FOR YOUR TIME OFF.

WHEN	WHAT YOU NEED TO DO	KEY RESOURCES
Plan for your Sabbatical	<ul style="list-style-type: none"> • Sit down with your direct leader and agree on your weeks off. • Fill out the Sabbatical Request Form via waypoint at least 30 days before your sabbatical start date. • Look for your acknowledgement email from HR that makes your sabbatical “official. Both you and your direct leader will receive the confirmation. • Look at an REI Adventure trip, these are 50% off during your sabbatical year. 	<ul style="list-style-type: none"> • Your direct leader • REI web > Human Resources > Benefits > Sabbatical • REI Adventures
Before you go	<ul style="list-style-type: none"> • Ask a co-worker to keep track of any important events that happen while you are away. • Ensure you get paid: <ul style="list-style-type: none"> ○ Hourly Employees: Submit your sabbatical pay request to your admin or direct leader (whoever handles your timekeeping). This ensures your pay will continue during your sabbatical. Your sabbatical pay is based on your most recent Average Weekly Hours (AWH) up to 40 hours per week. You can view your AWH in Employee Self Service by going to: Menu > Myself > Personal > Status/Key Dates. ○ Salaried employees: Enter all your hours on your timesheet (via Employee Self-Service > Time & Attendance). This can be completed by either utilizing the “Add New” manual entry functionality or by Time-Off Request, as agreed upon by your Manager. Once your “Sabbatical-Exempt” time has populated in your timesheet click on the “Approve” icon to submit your time by pay period. • Setup your Out-of-Office messages for email and voicemail. <ul style="list-style-type: none"> ○ If you use REI email or voicemail, consider changing your out-of-office message to ask people NOT to leave messages. Instead, direct them to your direct leader or a coworker who will help while you are out. ○ If appropriate, setup delegates for Timekeeping, Concur, Ariba, and Waypoint to ensure any approvals continue. For additional please see REIweb > Departments > Human Resources > Benefits > Sabbaticals. • Prepare your workspace. <ul style="list-style-type: none"> ○ Clear the cutter and put away any personal items you want to keep safe. If someone uses your space while you are gone, you’ll want to ensure that they have a productive, welcoming area to work in. 	