

## Sabbatical Leave FAQ

*The purpose of a Sabbatical Leave is to provide an opportunity for employees to take extended time off for Personal or Professional Enrichment. This is separate from the Boston Scientific leave of absence and paid time off programs.*

### **A Sabbatical Leave can provide:**

- A unique window of opportunity that allows you to pursue personal/professional growth, development or enrichment with the intent of harmonizing life and work.
- An opportunity to take an extended period of time away from work and return to Boston Scientific revitalized with fresh ideas, new perspectives, more engaged and energized.
- Experiences that spark innovative thinking that could lead to new products, new ways of thinking about our patients or the work that you do and new approaches to tackling our toughest business challenges.

### **1. When do I become eligible for a Sabbatical Leave?**

Unless otherwise allowed by local laws for a shorter tenure time in the company, employees become eligible to request a Sabbatical Leave upon reaching their seventh year of employment with Boston Scientific. On the date of the program's announcement, an employee with more than seven years of work history would be eligible to request a Sabbatical Leave. If there are multiple employees with more than seven years of employment, the manager should take into consideration each employee's length of time with BSC, the business needs and any extenuating circumstances based on the specific request. Once an employee takes a Sabbatical Leave, they are eligible to request another Sabbatical Leave seven years after the end of the last Sabbatical Leave.

### **2. How much time can I take off?**

Unless otherwise allowed by local laws for longer time duration, eligible employees are able to take one month to a maximum of three months off. Sabbatical Leaves cannot be used to extend paid time off that has been exhausted.

### **3. Will I get paid while on a Sabbatical Leave?**

Unless otherwise determined by local laws, there are two kinds of Sabbatical Leaves, one for Personal Enrichment the other for Professional growth. Personal Enrichment Sabbatical Leaves are unpaid leaves. Only Professional Enrichment Sabbatical Leaves will be considered for partial pay.

### **4. What is defined as partial pay while on a Sabbatical Leave?**

Once a Professional Enrichment Sabbatical Leave and length of time is approved, employees will receive 25% of full pay plus continuation of benefits except if higher partial pay is required under local law of the country where you work for BSC.\*

*\*BSC and employee paid portion of benefits will remain the same as they were at the time directly preceding the Sabbatical (as long as the portion of pay is enough to cover the benefits). Additional country specific regulations or policy may apply. Employees should consult with their local Human Resources Business Partner and Payroll for questions.*

## 5. What is the difference between a Personal Enrichment and Professional Enrichment Sabbatical Leave?

### Examples of Professional Enrichment – *Qualify for partial pay*

- Academic learning, research, studying and certification related to work at BSC
- Mission or volunteer work related to Boston Scientific health, community and education priorities or Employee Resource Groups (ERG) that has a direct correlation to the company.\*\*

### Examples of Personal Enrichment – *Unpaid*

- Mission work or volunteering for a cause of personal interest
- Acquire a new skill that is unrelated to work (i.e. hobby)
- Personal interest (i.e. learn a new language, travel, recharge)
- Family matter not covered under one of BSC's other leaves

## 6. What is the approval process?

All Sabbatical Leaves require final review and written approval by the supervisor/manager and an appropriate Vice President or Country Head as well as the employee's Human Resources Business Partner.

## 7. Can I use accrued vacation time during my paid or unpaid Sabbatical Leave?

Employees are required to utilize vacation pay or accrued annual leave during their partial and unpaid Sabbatical Leaves, unless prohibited by country and local law. Any vacation pay or accrued annual leave used should be used in four hour increments. The vacation time or accrued annual leave used should be tracked within the local timekeeping practices. In the US, once an employee has been approved to take a partial paid Professional Enrichment Sabbatical Leave, the benefits team will calculate up front 25% of their pay and process that pay, bi-weekly, through the normal payroll cycle. The employee would need to enter their earned vacation time in four or eight hour increments in Kronos to cover any of the unpaid time. Exempt employees would need to submit a PAF to the HR Service Center to initiate payment of the vacation time owed. Nonexempt employees are only required to update Kronos to be paid for their time. As for Personal Enrichment Sabbatical Leaves, once the employee has been approved for the Sabbatical Leave, they would need to enter their earned vacation time in 8 hour increments to cover the unpaid time. Employees should contact their local HR for country specific timekeeping practices related the use of vacation pay or accrued annual leave.

## 8. What if my supervisor/manager declines my request?

The decision to approve/decline a Sabbatical Leave request is solely that of your management team who carefully consider other requests or leaves in place, in addition to the needs of the business. If your request is declined you should work with your management team to determine whether there is an alternative time to take your Sabbatical Leave.

\*\* *i.e. volunteering for an organization that recently received a financial grant, working with a school or community group as part of a BSC STEM Council or supporting a D&I initiative.*

**9. How far in advance do I need to submit a request for a Sabbatical Leave?**

Requests to take your Sabbatical Leave must be submitted to your supervisor/manager for approval at least 90 days prior to the requested start of a Sabbatical Leave.

**10. If I leave Boston Scientific for any reason and have not yet taken a Sabbatical Leave can I add that to my termination date to extend my employment?**

No.

**11. Can I combine a Sabbatical Leave with another leave of absence?**

No.

**12. What happens to my benefits while I'm on a Sabbatical Leave?**

Core benefits, as defined at the country/regional level, will continue during your sabbatical. In cases where it is either not legally possible to continue a benefit or there is not enough pay to cover benefits, adjustments will be made by payroll or local HR.

**13. Will a Sabbatical Leave impact the calculation of my incentive/bonus?**

If your role is bonus eligible, bonus payments are based on actual contributions and results during the year. Therefore an unpaid Sabbatical Leave may impact eligible earnings because of the reduced period of time worked. .

**14. Will I accrue Absence/Sick/Vacation time during a Sabbatical Leave?**

Please refer to your state and country policies for accrual information.

**15. If a holiday occurs during my Sabbatical Leave will I receive pay for the holiday?**

Please refer to your state and country policies for holiday pay information.

**NOTE:** *Some locations may provide more specific guidelines to this policy to align with local laws and regulations. Some locations have other programs that already fulfill the opportunities provided by a sabbatical (e.g. Career Break Policy in Ireland). Employees should consult with their immediate supervisor/manager or their Human Resources Business Partner for location specific information*