



THE CUSTOMER SUCCESS PLATFORM

Sabbatical FAQ



General Information

1. How much sabbatical time do employees earn?

U.S. employees earn one week of unpaid sabbatical time for each completed year of employment based on your continuous service date in Workday.

2. What is my “continuous service date”?

Your continuous service date can be found in Workday. In most cases this will be the most recent date you started with Salesforce as a full time employee. If you came to Salesforce through an acquisition your most recent hire date with the original company may be used for tenure based benefits per the terms of the acquisition.

3. Does my time already employed by Salesforce count toward my sabbatical eligibility?

Yes.

4. Is there a minimum or maximum to how much sabbatical time I can take?

The minimum amount of sabbatical time that can be taken at one time is one continuous week. While there is no maximum, please keep in mind that you can only take sabbatical time that you are eligible for and have not yet taken.

5. What is the approval process?

Unpaid sabbatical requires manager and VP approval.

6. What if my manager declines my request?

The decision to approve/decline your sabbatical request is solely that of your management team. If your request is declined you should work with your management team to determine whether there is an alternate time to take your sabbatical.

7. How do I report it?

You must report your sabbatical time by calling the Larkin Company at (650) 938-0933 or (866) 923-3336.



8. How far in advance do I need to book?

Requests to take your sabbatical must be submitted to your manager for approval at least 60 days prior to your time off.

9. If I leave Salesforce and have not yet taken my sabbatical can I add that to my termination date to extend my employment?

No.

10. If I am on a PIP can I still take my scheduled time?

If you have already received approval and are on a PIP at the time of your sabbatical you can still take the time off. Your PIP will resume upon your return to work. You cannot request a sabbatical while you are on a PIP. You should submit your sabbatical request upon successful completion of your PIP.

Why is the rollout only for U.S. Employees at this time?

Before we can roll out the program to other regions we have some additional research to do. Unlike the United States, many countries have laws about how companies must treat certain benefits and some even require approval before introducing new benefits.

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Benefits and Other Leaves

12. How will my medical benefits and FSAs be handled?

Your benefits will be covered for the first 3 months of your sabbatical. The employee portion you normally pay through payroll deductions will be deducted when your regular income resumes. If your unpaid sabbatical extends beyond 3 months and you wish to remain in Salesforce's health and/or FSA plans you will need to enroll in COBRA. You will receive COBRA information in the mail to your home address within 4 weeks of your last day of coverage under the plan. You have 60 days from your last day of coverage to elect COBRA. Upon your return to work you will need to re-enroll in the Salesforce health benefits if you wish to continue participating.



13. What happens to my RSU vesting, ESPP and 401k participation?

RSUs continue to vest during an approved sabbatical. Participation in ESPP and 401k will stop when your income stops. Participation will resume when you start receiving pay again. If an ESPP purchase date occurs during your sabbatical any contributions already made will be used to participate in the purchase.

14. How will my incentive income (Kokua, commissions, KSO) be handled?

Kokua bonus payments are based on actual earnings during the plan year. Therefore an unpaid sabbatical will reduce your eligible earnings, thus impacting your Kokua bonus.

Commissions you earned prior to going on sabbatical will be paid out per the regular commission payment process. You should work with your manager on identifying any deal splits that would be appropriate prior to leaving for sabbatical.

KSO Participants: Your KSO bonus is based on your contribution to the achievement of quarterly goals. That will not change.

15. Can I use PTO time to receive pay during my sabbatical?

Yes. If you want to use PTO as income replacement during your sabbatical you should log a PTO request as well as your sabbatical request. The time you take off will then count against your accrued PTO as well as your sabbatical time.

16. Can I add VTO time to my sabbatical?

Yes. If you choose to use part of your sabbatical time toward your VTO you should submit both your sabbatical request and VTO time. The time you take off will then count against your VTO time as well as your sabbatical time.

17. Can I add sabbatical time onto other leaves like family leave or PTO?

Yes, with your manager's approval.

18. Will I accrue PTO during leave?

If you are eligible for PTO you will continue to accrue during your sabbatical leave.



19. If a holiday occurs during my sabbatical will I receive pay for the holiday?

No, you will not receive holiday pay while on unpaid sabbatical.

20. What if I want to take more time off than what I am eligible for under the sabbatical program?

You can request to add PTO to your unpaid sabbatical. If you do not have enough PTO to cover the time you want to take you can request a personal leave, which is unpaid and not job protected. Please review the [personal leave information here](#).