



Sabbatical FAQs

Q: What is a Sabbatical?

A: Paycor understands the importance for Associates to have time off to rest, enjoy time with family, as well as take care of themselves and others. Sabbaticals are intended to provide tenured Associates with this well-deserved time away from work.

Q: Who is eligible for Sabbatical?

A: Full-time Associates who have been employed with Paycor consecutively for at least 8 years are eligible for a Sabbatical. Associates who have been employed with Paycor for 8 or more years are eligible for 4 weeks of leave. Associates who have been employed with Paycor for 15 or more years are eligible for 8 weeks of leave.

Q: How are Associates paid while on Sabbatical?

A: Please see the below chart for a breakdown of pay while on Sabbatical.

Years	Leave	Pay
8+	4 Weeks	Unpaid
15+	8 Weeks	Paid at 50%

Q: Are Associates required to take the full time off?

A: Associates who wish to take a Sabbatical are required to take the full duration of time away from work consecutively.

Q: What do Associates do while on Sabbatical?

A: Sabbaticals are unique to each person. This time is intended to provide you with time away from work to pursue your own interests and goals. It is encouraged for Associates to relax and unwind, spend time with family, or care for yourselves or family members.

Q: What should Associates do if they are interested in taking Sabbatical?

A: Associates who are eligible for a Sabbatical should reach out to their manager to discuss their interest in pursuing a Sabbatical no less than 6 months prior to the time being requested and complete the Sabbatical Request Form to support the request.

**Q: Are Associates able to take multiple Sabbaticals?**

A: If you have been employed with Paycor for 15+ years you are eligible to take multiple Sabbaticals. There must be no less than a four-year span between Sabbaticals.

Q: If an Associate has a break in service with Paycor when do they become eligible for Sabbatical?

A: If an Associate has a break in service with Paycor, the Sabbatical eligibility date is based on the most recent rehire date. For example, if an Associate was rehired on 1/1/2015 they would not become eligible for Sabbatical until 1/1/2023.

Q: If an Associate was part of a Paycor acquisition, what is the date of hire used to determine Sabbatical eligibility?

A: If an Associate was part of an acquisition, they would become eligible for Sabbatical following their date of hire from their respective integrated organization.

Q: At what point do Associate's become eligible for a Sabbatical?

A: Associates become eligible for Sabbatical based on hire date. For example, if an Associate was hired June 1, 2015 they would not be eligible for a Sabbatical until June 1, 2023.

Q: When does the new Sabbatical policy become effective?

A: Sabbatical will be available starting January 1, 2023 for eligible Associates.