



Cabinet Sabbatical Retention Program

Program Overview

The Sabbatical Retention Program is an incentive for Cabinet members to remain with the District Government. It provides concentrated time for high-performers to engage in professional development, reflect from a distance on their agency's operations, focus on their health and wellness, or undertake projects of a duration or depth that are not compatible with Cabinet service or allotted vacation time. Sabbaticals will allow agencies to stress test their continuity of operations and provide directors the opportunity to grow personally and professionally so they can better serve their agency missions.

Operational Implementation

- **Eligibility:**

- Cabinet Members (Executive or Excepted Service) serving in a subordinate agency to the Mayor (not an independent agency).
- Must have served as a Cabinet member for at least four consecutive years.
- Participants must commit to remain with the Administration for at least another two years after their sabbatical (not limited to their current agency).

- **Pay and benefits:**

Cabinet Members will continue to receive their regular pay and benefits, but will not accrue annual leave or sick leave during their sabbatical time.

- **Timekeeping:**

Cabinet Members will have their time coded as "Administrative Leave" for the sabbatical; the task field for the code should also indicate "Sabbatical" for tracking and reporting purposes.

- **Application Process:**

- Applicants' written requests will be reviewed and approved by OCA, DCHR, and MOTA.
- All decisions made by the Mayor regarding the approval, denial, delay, or modification of a sabbatical request are final and unappealable.
- Cabinet members will be encouraged, but not required, to use their sabbatical for professional growth. However, at a minimum, requests must specify at least one of the following:
 - How the sabbatical would contribute to the individual's development and or wellbeing;
 - How the individual's development would contribute to the goals and mission of their agency and the District; or
 - The innovation or improvement to their agency that the Cabinet member may seek to achieve by taking the sabbatical.