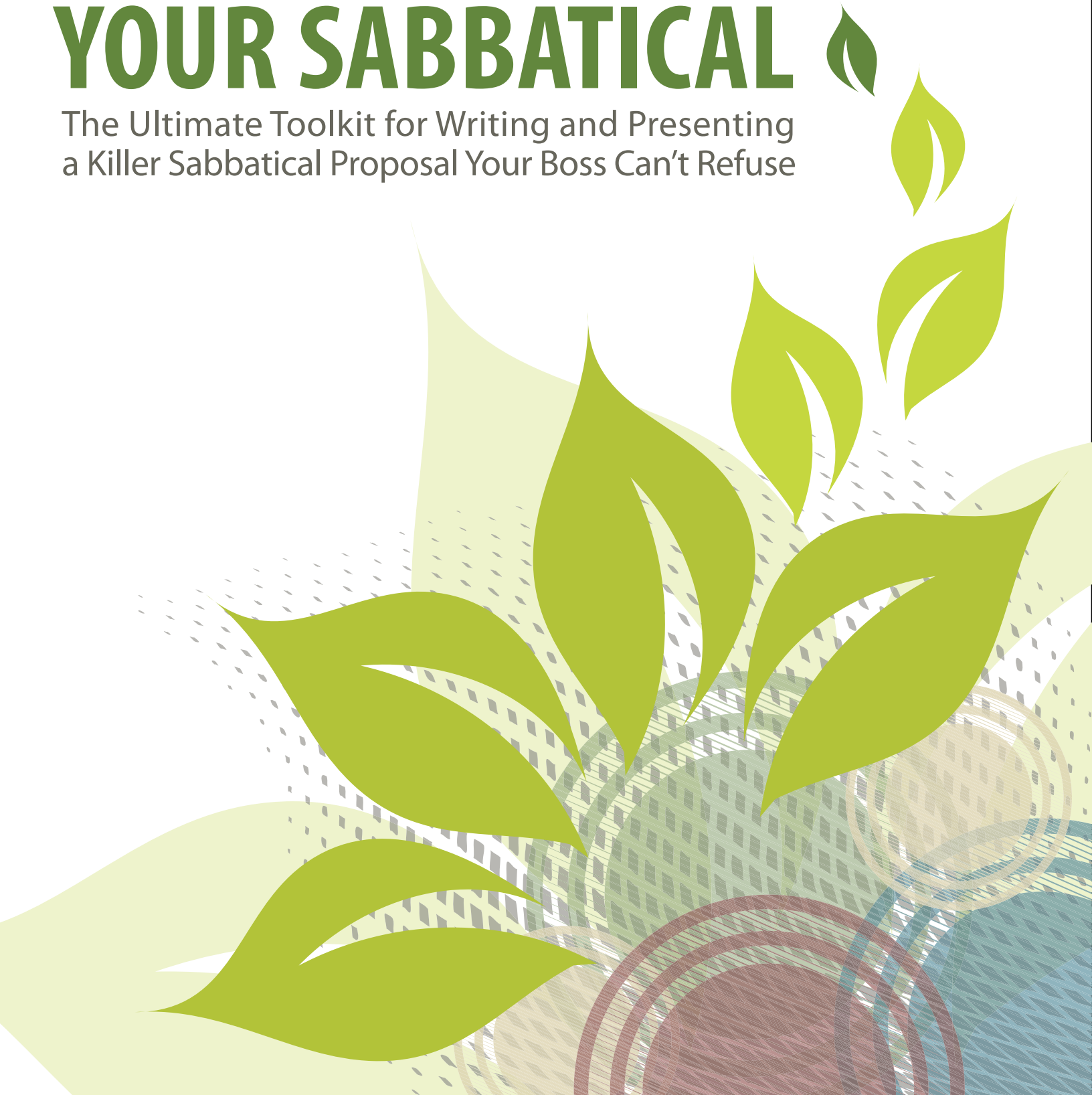


# NEGOTIATING YOUR SABBATICAL

The Ultimate Toolkit for Writing and Presenting  
a Killer Sabbatical Proposal Your Boss Can't Refuse





yourSABBATICAL'S

# NEGOTIATING YOUR SABBATICAL

The Ultimate Toolkit for Writing and Presenting  
a Killer Sabbatical Proposal Your Boss Can't Refuse

## Introduction

If you've thought about taking some time off work – more than just the standard 2 or 3 vacation weeks – you have a lot of company. Many people dream about taking anywhere from a few months to a year off from the daily grind. Now that a growing number of companies offer sabbaticals, those dreams are becoming realities.

But what if your company doesn't offer a formal sabbatical program?

You wonder... Is it *really possible* to get my employer to agree to a sabbatical?

Yes, it is. Randa, a New York-based television producer for a major, international news network, is a great example.

After working in her job for almost seven years, Randa, 31 and a talented vocalist, contacted the yourSABBATICAL team with a wish: to take a three-month sabbatical so that she could perform in a rock musical in Montreal and work on a documentary film project. Her company does not offer sabbaticals, so she was faced with the challenge of pitching her case to her boss and the company's HR leaders. No one had ever asked for

a sabbatical at her company, and she was very nervous about how her doing so would be perceived.

Randa used this very Toolkit to craft her proposal and prepare herself for her meeting with her boss. And she got her sabbatical!

In her own words: "I got my time off! This resource on negotiating my sabbatical really helped me get prepared. My meeting with my boss was seamless, because I knew how to pitch the concept and my sabbatical proposal outlined all the benefits to me, the team, and my company. They are even using my suggestions for how my work will be covered. Thank you for everything, yourSABBATICAL. This is sure to be a wonderful year!"

Randa's sabbatical proposal is included in Part II.

## What's in this Toolkit?

This Toolkit is designed to give you the information, insight, tools and confidence helpful in formulating and negotiating a sabbatical request that makes good business sense! Information and research you need to know, exercises to help you formulate your ideas, tools to craft your sabbatical proposal, and the best tips and advice before sitting down with your boss are all in here.

### **Part I: The Foundation**

What you need to know and understand about career sabbaticals, growing trends, benefits and how they are structured.

### **Part II: The Proposal**

How to create a sabbatical proposal that includes goals, plans and timelines, articulates the benefits of a sabbatical, and shows your commitment to the company.

### **Part III: The Negotiation**

How to present your best and strongest negotiation for a sabbatical.

### **Appendix**

Contains a sabbatical proposal template, action verbs for goal statements, FAQs and more.

# TABLE OF CONTENTS

<b>Icons You'll See Throughout This Toolkit</b>	<b>7</b>
<b>Why Invest in All This Planning?</b>	<b>7</b>
<b>A Few Thoughts before Moving to Part I: The Foundation</b>	<b>8</b>

## PART ONE

<b>Foundation Building: Getting Smart About Sabbaticals</b>	<b>9</b>
<b>What is a Sabbatical?</b>	<b>10</b>
<b>Types of Sabbaticals</b>	<b>11</b>
<b>Sabbatical Fast Facts</b>	<b>13</b>
<b>Potential Benefits of a Sabbatical Experience</b>	<b>21</b>
<b>Understanding Potential Thought Barriers and How to Overcome Them</b>	<b>25</b>
<b>Start Your Plan of Action: Checklist for Building a Strong Sabbatical Proposal</b>	<b>29</b>
<b>Checklist for Building a Strong Sabbatical Proposal</b>	<b>29</b>
<b>A Few Thoughts before Moving to Part II: The Proposal</b>	<b>33</b>

## PART TWO

<b>The Proposal: Writing a Sabbatical Proposal Your Boss Can't Refuse</b>	<b>34</b>
<b>Why Your Sabbatical Proposal is So Important</b>	<b>35</b>
<b>Sabbatical "Proposal" vs "Plan"</b>	<b>36</b>
<b>Choosing Your Best Sabbatical Idea for the Proposal</b>	<b>36</b>
<b>Time to Plan: Your Top Ideas for a Sabbatical</b>	<b>37</b>
<b>A Sample Sabbatical Proposal</b>	<b>39</b>
<b>Jamie's Sabbatical Proposal</b>	<b>39</b>
<b>What's in the Sabbatical Proposal?</b>	<b>42</b>
<b>Sabbatical Proposal Template</b>	<b>43</b>
<b>Randa's Sabbatical Proposal</b>	<b>50</b>
<b>Drafting Your Sabbatical Proposal</b>	<b>54</b>

## PART THREE

<b>The Negotiation: Presenting Your Strongest Negotiation for a Sabbatical</b>	<b>55</b>
<b>What Will Make This Negotiation Successful?</b>	<b>56</b>
<b>Four Considerations that Foster a Favorable Outcome</b>	<b>58</b>
<b>Tips for Negotiating Your Needs</b>	<b>62</b>
<b>The Negotiation Meeting: Step-by-Step</b>	<b>64</b>
<b>Negotiation Framework/Five Components of the Conversation</b>	<b>64</b>
<b>Using the Negotiation Discussion Planner</b>	<b>69</b>
<b>Five Possible Reactions from Your Boss and Scripted Responses</b>	<b>70</b>
<b>Questions to Keep the Conversation Moving Forward</b>	<b>72</b>
<b>Next Steps If Your Boss Says “Yes”</b>	<b>73</b>
<b>What to Do If Your Proposal is Denied (When the Boss Says “No”)</b>	<b>74</b>
<b>A Few Final Words . . .</b>	<b>76</b>

## APPENDIX

<b>Negotiating Your Sabbatical</b>	<b>77</b>
<b>Action Verbs for Goal Statements</b>	<b>78</b>
<b>Discussion Planner</b>	<b>79</b>
<b>Burning Questions Everyone Asks (Plus the Answers)</b>	<b>80</b>
<b>Sabbatical Proposal Template</b>	<b>82</b>
<b>Introduction</b>	<b>82</b>
<b>Proposed Sabbatical Dates</b>	<b>82</b>
<b>Current Business Responsibilities</b>	<b>82</b>
<b>Sabbatical Overview</b>	<b>82</b>
<b>Sabbatical Goals</b>	<b>83</b>
<b>Anticipated Benefits</b>	<b>83</b>
<b>Preliminary Work Coverage Plan</b>	<b>84</b>
<b>My Commitment/Final Comments</b>	<b>84</b>

## Icons You'll See Throughout This Toolkit



### Time to Plan

Within these pages, you'll find prompts to spend time working on an exercise or synthesizing personal information to move your sabbatical plan forward. Checklists and short reflection activities will bubble up key ideas and tasks that will help you create your own relevant sabbatical research/statistics, action plan and final proposal.



### Action Challenge

These are additional activities that challenge you to invest a little more time and energy to ensure your proposal is optimally thought through as you prepare to negotiate your sabbatical.



### Refer to Workbook" or "Refer to Appendix

This icon notifies you of relevant and/or more information presented either in this workbook or its appendix.



### Refer to the yS Website

This icon indicates that additional relevant and/or more current information is available on the yourSABBATICAL website. Visit [www.yourSABBATICAL.com](http://www.yourSABBATICAL.com) for continuing current information and inspirational stories of people – just like you – who invested their efforts in requesting – and receiving – a career break.

## Why Invest in All This Planning?

If you're thinking about a sabbatical, your excitement barometer rises as you dream of days paddling in the Amazon, anticipate an immersion experience, research culinary experiences in Tuscany or look forward to the challenge of ice climbing!

Maybe you're not certain of exactly what your plan will be, but just the *idea* of time away gets you stoked! Euphoria might lead you to pitch the idea of time away in a spontaneous conversation with your boss right now. (*Don't do it!*)

While you *might* be able to get agreement on the spot, it's best to be prepared for subsequent conversations. Successful negotiations are not only well executed but *planned carefully*. We know it can be hard to slow down, put your sabbatical dreaming on hold, and do the work of preparation. But by putting the time and effort in now, you put the odds of success in your favor.

Remember: Your goal is to get agreement to take time away from your job while maintaining benefits and the reassurance that you will return to your same position and continue to be regarded as a valuable contributor in your company.

## **A Few Thoughts before Moving to Part I: The Foundation**

Let's talk for a moment about terminology. Some of you won't be negotiating with a "boss" but rather a business partner, an executive senior team, a group of partners, the CEO, or your boss's boss. The term "boss" conveys the person or persons to whom you will present your initial request for a sabbatical.

Whether you negotiate with an individual or present to a group, whether you work for a Fortune 500 company or for your Uncle Fred from the basement of his small family business, the process and tools here work!

You have an exciting opportunity ahead – negotiating an amazing career break experience for yourself. Use this step-by-step planning tool and negotiation guide not only for your first sabbatical, but for each and every sabbatical that will be part of your future.