

3 FAM 2760

CAREER SENIOR EXECUTIVE SERVICE (SES) SABBATICAL PROGRAM

(CT:PER-678; 06-22-2012)
(Office of Origin: HR/CSHRM)

3 FAM 2761 GENERAL PROVISIONS

3 FAM 2761.1 Authority

(CT:PER-675; 04-27-2012)
(State Only)
(Applies to Civil Service Employees Only)

The authority for the career Senior Executive Service (SES) Sabbatical Program is found in 5 U.S.C. 3396(c).

3 FAM 2761.2 Policy

(CT:PER-450; 08-07-2002)
(State Only)
(Applies to Civil Service Employees Only)

Sabbatical assignments should only be requested for those activities that cannot be provided through other existing authorities or programs.

3 FAM 2761.3 Purpose

(CT:PER-675; 04-27-2012)
(State Only)
(Applies to Civil Service Employees Only)

The purpose of the career Senior Executive Service (SES) Sabbatical Program is to improve a participant's effectiveness as a manager and executive; provide career enriching educational or research experiences; and increase the participant's contribution to the goals and mission of the Department.

3 FAM 2761.4 Eligibility

(CT:PER-675; 04-27-2012)

(State Only)

(Applies to Civil Service Employees Only)

Career Senior Executive Service (SES) appointees must have completed 7 years of service in SES positions or equivalent Civil Service positions (i.e., grade level above GS-15 or equivalent), and at least 2 of the 7 years specifically must have been in the SES. The appointee cannot be eligible for voluntary (optional) retirement at the time the sabbatical begins. A sabbatical may not be granted to the same individual more than once in a 10-year period.

3 FAM 2762 GUIDELINES

3 FAM 2762.1 Length of Sabbatical

(CT:PER-356; 11-19-1997)

(State Only)

(Applies to Civil Service Employees Only)

A sabbatical shall be for a minimum length of 3 months, maximum of 11 months, and it can be curtailed under conditions deemed necessary by the Executive Resources Board (ERB).

3 FAM 2762.2 Numerical Limit

(CT:PER-675; 04-27-2012)

(State Only)

(Applies to Civil Service Employees Only)

The number of sabbatical years approved annually will normally not exceed 1 percent of the number of career Senior Executive Service (SES) appointees in the Department of State.

3 FAM 2762.3 Conflict of Interest

(CT:PER-675; 04-27-2012)

(State Only)

(Applies to Civil Service Employees Only)

The sabbatical proposal is subject to current U.S. Government conflict-of-interest regulations.

3 FAM 2763 PROPOSALS

3 FAM 2763.1 Requirements

(CT:PER-675; 04-27-2012)

(State Only)

(Applies to Civil Service Employees Only)

- a. The Senior Executive Service (SES) member must prepare a sabbatical proposal that must be submitted to the Executive Resources Board (ERB) no later than 120 days before the sabbatical is scheduled to begin.
- b. Proposals will be evaluated by the ERB based on the following criteria:
 - (1) Specificity, clarity, and overall quality of the proposal and its objectives;
 - (2) Potential for contributing to the development of the individual;
 - (3) Potential for contributing to the goals and mission of the Department of State; and
 - (4) Innovativeness.

3 FAM 2763.2 Approvals

(CT:PER-675; 04-27-2012)

(State Only)

(Applies to Civil Service Employees Only)

- a. The Executive Resources Board (ERB) will evaluate proposals submitted by eligible candidates against the program criteria in the order in which they are submitted.
- b. The ERB will submit each approved sabbatical proposal to the Office of Personnel Management (OPM) at least 30 days before the sabbatical is scheduled to begin.

3 FAM 2763.3 Conditions of Acceptance

(CT:PER-675; 04-27-2012)

(State Only)

(Applies to Civil Service Employees Only)

- a. Upon approval, any Senior Executive Service (SES) member accepting a sabbatical must agree, in writing, to serve in the Civil Service for a period of 2 consecutive years following completion of the sabbatical.
- b. The agreement will be developed by the Office of Civil Service Human Resource Management's Executive Resources and Performance Management Division (HR/CSHRM/ERPM) in coordination with appropriate offices, and will outline the liability of the SES member with regard to payment of all expenses, including salary, if the agreement is not carried out.

3 FAM 2764 REPORT REQUIREMENTS

(CT:PER-675; 04-27-2012)

(State Only)

(Applies to Civil Service Employees Only)

Within 30 days of the completion of a sabbatical, the Senior Executive Service (SES) member is required to submit a final report describing the sabbatical experience. These reports should include a detailed explanation of how the experience has further developed the employee's managerial and executive skills; increased knowledge; how the employee will be able to use the newly-gained or improved skills and knowledge; and how the Department will benefit from the sabbatical experience. The report is submitted to the Chairman of the Executive Resources Board (ERB) and to the SES member's supervisor.

3 FAM 2765 PERFORMANCE APPRAISAL

(CT:PER-675; 04-27-2012)

(State Only)

(Applies to Civil Service Employees Only)

- a. An employee on sabbatical is required to have the period of time spent on sabbatical evaluated in the same manner as all other Senior Executive Service (SES) members. The employee should be evaluated against the work requirements and performance standards appropriate to the goals involved in the sabbatical project for that portion of the performance appraisal period.
- b. No award bonuses based on an individual's accomplishments while on sabbatical will be given; however, SES members will not be precluded from receiving bonuses while on sabbatical for performance accomplishments completed before or after their sabbatical program began or was completed.

3 FAM 2766 PROGRAM REVIEW AND RECORDS MAINTENANCE

(CT:PER-675; 04-27-2012)

(State Only)

(Applies to Civil Service Employees Only)

- a. The Executive Resources Board (ERB) must review the program annually and make any necessary changes in the policies and procedures that will improve the program and/or its administration.
- b. All records related to the Senior Executive Service (SES) Sabbatical Program will be maintained by the Office of Civil Service Human Resource Management's Executive Resources and Performance Management Division (HR/CSHRM/ERPM) for a period of 2 calendar years.

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3 FAM 2767 THROUGH 2769 UNASSIGNED

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