**Sabbatical Policy**

**Introduction**

In offering the opportunity to take a sabbatical, we recognise the importance of employees' work-life balance and personal development, whether via life-long learning, charity work, leisure activities, travel or other interests. In turn, we recognise that staffing levels must always remain in line with the demands of the business.

Long-serving employees are therefore eligible for sabbatical leave too, for example, fulfilling caring responsibilities, undertaking a university or college course, pursuing a particular project, carrying out some research, travel, or other reason.

**Length of sabbatical leave**

Sabbatical leave is subject to a minimum period of 1 month and a maximum of 12 months].

If you wish to take less than 1 month's leave, you should request a holiday in the usual way under our [holiday policy](https://www.xperthr.co.uk/policies-and-procedures/holiday-policy/16134/).

Where you wish to take more than 12 months’ leave, you should request a career break under our separate [career breaks policy](https://www.xperthr.co.uk/policies-and-procedures/career-breaks-policy/40872/). Under our career breaks policy, an employee who wishes to take a career break must provide us with your written resignation before its commencement.

**Eligibility**

Employees with [5] years of continuous service can request a sabbatical leave. Both full-time and part-time employees with the relevant service are eligible.

Sabbatical leave may, at our discretion, be granted more than once during your employment but only in exceptional circumstances and only where a period of at least [five] years has passed since the employee returned to work following their previous period of sabbatical leave.

**Requests for sabbatical leave**

All requests for sabbatical leave should be made in writing by email or letter to [Name], stating the preferred start date of the sabbatical, duration of the sabbatical, and proposed objectives of the sabbatical.

You should also state how we are affected by your proposed absence on sabbatical leave and how any potential problems can be overcome.

We will consider any request for a sabbatical, but the decision as to whether or not to grant the sabbatical will be entirely at our discretion. There is no right of appeal against the decision.

**Terms and conditions during sabbaticals**

During a sabbatical, you will not be paid any [salary/wages], nor be entitled to commission, bonuses and other benefits such as [private medical insurance/gym membership/the use of a company car].

However, all other terms of your employment contract will remain in force. These include [notice periods/the duty not to disclose confidential information/membership of the organisation's pension scheme].

If you have any accrued but untaken holiday, you may be asked to take it before the sabbatical begins. You will continue to accrue [statutory annual leave and contractual annual leave][statutory annual leave but not contractual annual leave] during the sabbatical.

An employee who wishes to take up any other paid employment during the period of sabbatical leave, or provide any consultancy services to other organisations on a self-employed basis, must obtain the agreement of our organisation.

**Contact during sabbaticals**

Before your sabbatical leave, your line manager should arrange to contact you during the leave. Typically, communication will be at least once a month, although this is a matter of agreement between you and your line manager.

Your line manager will also contact you to inform you of important workplace developments, such as a reorganisation, job opportunities and upcoming training events. Similarly, it is up to you to tell your line manager of any changes in personal circumstances our organisation should be aware of, such as a change of address.

**Return to work**

On completion of sabbatical leave, you will return to the same job as before or, if that is not reasonably practicable, to a position of equivalent seniority and on terms and conditions not less favourable than those that would have applied had the sabbatical not been taken.

Your period of service will be regarded as continuous for all statutory purposes. However, your service period will be treated as paused for service-related benefits, including [long-service awards/contractual redundancy pay].