

Sabbatical Leave Policy

In acknowledgement of long service, we run a policy whereby we may grant a period of sabbatical to employees who have at least 1 years' service.

A period of sabbatical may be taken for many reasons, for example, to undertake study, to provide care for a dependant, to undertake the holiday of a lifetime etc. If you wish to apply for a sabbatical, you should write to line manager including details on your job title; the date you started employment with us (including any period of employment with an associated employer); the date you would like the sabbatical to start; its likely duration; and the reason for the sabbatical. You must also include details on how you think the company will be affected by your absence and how you think those potential problems may be overcome.

Should the company agree to a period of sabbatical for you, the following terms will apply:

- Your original start date of employment will remain unaffected. Your contract of employment will continue during your sabbatical and the time spent on sabbatical will count towards your period of continuous employment for statutory purposes but will be discounted for any service-related benefits we offer including enhanced sick pay etc.
- All your contractual entitlements will be suspended for the duration of the sabbatical, including your salary. You will not be entitled to any wages during your sabbatical subject to the below. You will not receive any bonus, profit share or other reward during your sabbatical. You will not receive any commission payments during your sabbatical save for that generated and approved prior to your sabbatical. You will not receive statutory sick pay.
- You must take all of your accrued but untaken annual leave (calculated at the point the sabbatical will begin) before your sabbatical begins. Your entitlement to annual leave will be suspended for the duration of your sabbatical.
- You will return all company property including company car, laptop, mobile phone etc before your sabbatical begins. You will not be entitled to any company benefits e.g. gym membership during your sabbatical.
- During your sabbatical, you continue to be subject to all other terms of your employment which usually apply when you are at work including confidentiality, restrictions on your business activities, notice periods etc. You are not permitted to undertake any work including self-employment, paid or otherwise, during your sabbatical unless you have obtained prior agreement from us.
- Although you are not at work during your sabbatical, we retain the right to instigate usual disciplinary procedures against you should you behave in a way which the company deems unacceptable in accordance with our normal disciplinary rules e.g. by bringing the company name into disrepute. The grievance procedure will also continue to apply.
- You have indicated that you will return to work on (**date**). Whilst on sabbatical, if you change your mind about your intended return date you must inform us. If you wish to return earlier than the intended date, you must inform us at least (**number**) weeks before the new date you wish to return. If you wish to extend your leave, you must inform us at least (**number**) weeks before the original date of return. Any changes to return date must be agreed with us and you should not assume that any changes will be agreed.
- You must inform us of any change of address during your sabbatical where we will be able to reach you in the event that there is any significant operational changes in your absence.