



Royal Wootton Bassett Academy Trust Sabbatical Leave Procedure

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Introduction

The Trust recognises the importance of employees' work-life balance and personal development, whether that be via life-long learning, charity work, leisure activities, travel or other interests. In turn, the Trust recognises that staffing levels must at all times remain in line with the demands of the business needs of each school.

Long-serving employees are therefore eligible for sabbatical leave to, for example, [fulfil caring responsibilities/undertake a university or college course/pursue a particular project/carry out some research/travel/other reason].

Length of sabbatical leave

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

Where an employee wishes to take less than one month's leave, they should request holiday in the usual way under the organisation's holiday policy.

Where an employee wishes to take more than 12 months' leave, they should request a career break.

Eligibility

Employees with five or more years' continuous service are eligible to request sabbatical leave. Both full-time and part-time employees with the relevant service are eligible.

Sabbatical leave may, at the organisation's discretion, be granted more than once during the course of an employee's 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 addressed to the Headteacher via HR, stating the preferred start date of the sabbatical, duration of the sabbatical, and proposed objectives of the sabbatical.

The employee should also state how the organisation might be affected by their proposed absence on sabbatical leave and how any potential problems might be overcome.

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

Terms and conditions during sabbaticals

During the period of the employee's sabbatical, they will not be paid any salary/wages.

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

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 the Headteacher.

Contact during sabbaticals

In advance of the employee's sabbatical leave, their line manager should arrange to keep in contact during the leave. Typically, the employee and line manager should arrange to make contact at least once a term, although this is a matter for agreement between the employee and line manager.

The line manager should also contact the employee to inform them of any important workplace developments, such as a reorganisation, job opportunities and upcoming training events. Similarly, it is up to the employee to inform the line manager of any changes in personal circumstances of which the organisation should be made aware, such as a change of address.

Return to work

On completion of sabbatical leave, the employee will return to the same job as before or, if that is not reasonably practicable, to a job of equivalent seniority and on terms and conditions not less favourable than those that would have applied had the sabbatical not been taken. Should an employee wish to return earlier than originally agreed they must request to return in writing giving at least 28 days' notice.

The employee's period of service will be regarded as continuous for all statutory purposes. However, the employee's period of service will be treated as paused for the purposes of service-related benefits, including long-service awards/contractual redundancy pay.