



SABBATICAL LEAVE POLICY

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PURPOSE

ELATT is committed to the professional development of all of its employees. The purpose of sabbatical leave will normally be linked to personal career development outside the usual confines of the job, allowing the employee to return to work with new ideas and enhanced skills. This policy is intended to set out the procedures eligible employees need to follow to request Sabbatical leave.

SCOPE OF THIS POLICY

Sabbatical leave is not a statutory obligation and the granting of a sabbatical is dependent on (amongst other things) ELATT's operational requirements at the relevant time. No request can be guaranteed even where an employee meets all the eligibility criteria. The maximum period of time that eligible employees can have on sabbatical is **11 months** (from September to August) due to ELATT's teaching timetables/operational requirements.

ENTITLEMENT

Long-serving employees of ELATT with ten or more years' service will be eligible to apply for sabbatical leave to undertake, for example, research, further education, voluntary work or travel. Both full-time and part-time employees with the relevant service are potentially eligible. The right to apply for sabbatical leave will not be affected by any previous period of, or application for, maternity, adoption or shared parental leave.

Sabbatical leave may, at ELATT'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 three years or more has passed since the employee returned to work following his/her first period of sabbatical leave.

Employees who are sponsored migrants should be aware of the specific limitation that UK Visas and Immigration places on their ability to undertake a period of unpaid sabbatical leave. Paragraph 225 of the Tier 2 and 5 sponsor Guidance states: "If a sponsored migrant wishes to take a longer period of other unpaid leave, for example a sabbatical, you must stop sponsoring them and report this to us using your SMS account."

ELATT would be obliged to terminate the certificate of sponsorship at this point which would bring the contractual relationship to an end.



MAKING A REQUEST FOR SABBATICAL LEAVE

The following steps outline the procedure for making a request for Sabbatical Leave

Step 1

Any eligible employee wishing to make an application for sabbatical leave should do so in writing to his/her line manager using the **Sabbatical Application Form** provided in Appendix 1. This application must include the following:

- The date of their application
- An outline of their current working practices
- The proposed objectives and duration of the sabbatical
- The proposed benefits for ELATT and the employee
- What effect, if any, the requested sabbatical would have on the business and how any such effect might be dealt with

By the end of a period of sabbatical leave, employees are expected to produce tangible outcomes in furtherance of their research or teaching. A report confirming what has been achieved during each period of sabbatical leave must be submitted to their line manager within two months of return.

Step 2

ELATT will consider any such request for sabbatical leave and where it is granted, this will be entirely at ELATT's discretion and with such qualifications and conditions as it sees fit.

The employee will be invited to attend a meeting within 28 days after the receipt of application, unless the application is approved in writing before this date.

The aim of the meeting is to explore the proposed sabbatical leave and to discuss how best it might be accommodated.

If the employee cannot attend the meeting at the date and time suggested this date will be deferred to a convenient date and time, however this must be within seven days of the original date.

Decision Criteria

The following criteria will be considered in relation to applications for sabbatical leave:

- The applicant must have successfully completed her/his probationary appointment
- The period of sabbatical leave must have as its objective a clear outcome in furtherance of the individual's learning/teaching/training
- The applicant must propose reasonable arrangements in relation to cover for their job role, e.g. teaching and administrative duties.

Step 3

The employee will be informed of the outcome within 14 days of the meeting.

If the application is accepted notification will be made in writing and will detail the following:

- Start and return date
- Whether either party can alter the return date, and if so on what basis
- Whether the employee will be required to attend work at any point during their sabbatical for training
- Whether ELATT requires you to be contactable, and if so on what basis
- Dates during which the sabbatical leave period will be unpaid
- Whether you will have the right to return to your old job at the end of the sabbatical
- What has been agreed by both parties regarding how and when you will return to the workplace

If the application is unsuccessful the employee will be notified in writing of the reasons for the rejection including a sufficient explanation.

REASONS FOR REFUSAL

ELATT can refuse a request for "business reasons" which might include the following:

- additional burden of cost;
- detrimental effect on ELATT's ability to meet customer demand;
- inability to re-organise work among existing staff;
- inability to recruit additional staff;
- detrimental impact on quality or performance;
- planned structural changes.



SABBATICAL LEAVE TERMS AND CONDITIONS

Sabbatical leave will be unpaid. Applicants should be aware that no National Insurance payments will be made for staff taking sabbatical leave on nil pay. Employees will be responsible for making their own arrangements to cover personal National Insurance and superannuation contributions. In addition, during the sabbatical leave all pension contributions will cease and the pension record will be closed down the day before the leave commences.

The employee's contract of employment will be regarded as suspended during the period of the sabbatical. Therefore, no contractual benefits will be due during this period either.

Any accrued but unused holiday entitlement for the current holiday year must be taken prior to the start of the employee's sabbatical leave.

The employee will be required to keep in contact with his/her line manager whilst on sabbatical leave on a monthly basis. This may be by telephone, by e-mail, or by post.

During the period of sabbatical leave that is unpaid (so that the contract of employment does not remain in force), the employee's continuity of service will nevertheless be preserved following his or her return to work due to the prior sabbatical leave arrangement.

WITHDRAWING AN APPLICATION

You should inform ELATT in writing if you wish to withdraw your application.

ELATT will treat an application as withdrawn if the employee misses two meetings to discuss an application without good reason, e.g. sickness. ELATT will inform the employee that they are treating the request as withdrawn.

An employee may withdraw a request at any time in writing. However, should this be done, then a further application cannot be made for 12 months from the date of the original application.

REVIEW OF PROCEDURES

ELATT will review the implementation of this policy and related procedures on a regular basis and reserves the right to amend and update this policy as required. This policy does not form part of employees' contract of employment.



CAREER BREAK

ELATT also offers as an extension of the Sabbatical Policy an option of a Career Break.

A Career Break follows the same terms and conditions as the Sabbatical Policy but with the following differences:

- An employee is entitled to request a career break prior to ten years' service following a minimum of two years' service.
- A Career Break does not need to be for the purposes of professional development. It is often for reasons of health, family and dependency commitments outside of existing policies such as Maternity, Paternity or Adoption Leave. For example, a parent may request not to return to work for a period after taking maternity leave to continue caring for young children, and this would constitute a request for a Career Break rather than a Sabbatical.



APPENDIX 1

APPLICATION FOR SABBATICAL LEAVE

This page to be completed by the applicant

Name

Department

Do you wish to apply for Sabbatical Leave or a Career Break?

Dates of proposed sabbatical leave

Does this follow directly on from maternity/ adoption, extended carer's or long term sick leave?

Yes.....No.....

Venue/base during sabbatical leave

Any dates of sabbatical leave in the last three years

NB: This is not applicable for staff returning from maternity/ adoption or long term carer's leave

Summary of plans and outcomes to be achieved e.g. completion of a book, establishment/completion of a research project, development of new course materials. For post maternity/ adoption, long term carer's leave this may be a summary of plans to catch up with advances in research e.g. literature/internet/library searches, meetings with colleagues or collaborators.

Implications for teaching, student supervision and administrative duties in your absence

Signed.....date.....

Applicant for Sabbatical Leave



This page to be completed by the Chief Executive/Line Manager

Comments on the proposed sabbatical leave

Details of arrangements necessary to cover teaching and administrative duties

Cost of cover arrangements

Name of Chief Executive/Line Manager

Signed date.....