Sabbatical Policy

This policy has been approved and adopted by the Christus Catholic Trust across all their academies, and it will apply to all staff within the Trust.

Approved by Trust Board	October 26
Review Date	October 27

The schools of Christus Catholic Trust are unique and united
in partnership and service to our communities and global home.

We are:

- Uncompromising in our **ambition** to use the power of **collaboration** to ensure our pupils receive an **excellent** Catholic education.
- Have a strong culture of safeguarding in an environment where good mental health and wellbeing are nurtured.
- Have an **inclusive** approach to a high quality, **innovative**, contextualised education.
- Have high **aspirations** for all our pupils to achieve the best possible outcomes.

Policy Version Control

Date	Version	Amendments/Comments	Reviewer/s
March 2024	1.2		ACA
July 2023	1.1		
June 2022	1.0		AVW

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Sabbatical Policy

1. Policy Statement

1.1. We Christus Catholic Trust are committed to providing equality of opportunity in employment and to developing work practices and policies that support work-life balance and well-being. We recognise that, in addition to helping further balance work and personal lives and well-being, a sabbatical policy can promote well-being, raise staff morale and improve retention of employees. In turn, we recognise that staffing levels must at all times remain in line with the demands of the School/Trust.

1.2. This sabbatical policy allows eligible employees to formally request a period of agreed absence in order to focus on personal development and/or further enhance work/life balance.

1.3. No one who makes a request for a sabbatical will be subjected to any detriment or lose any career development opportunities as a result.

1.4. This policy does not form part of any employee's contract of employment, and it may be amended at any time.

2. Eligibility for the formal right to request procedure

2.1. To be eligible to make a request under the formal procedure set out in paragraph 4 you must:

a) be an employee;

b) have at least five years continuous service with the School/Trust at the date your request is made;

2.2. Sabbatical leave will be granted for a minimum of one month and a maximum of one year.

2.3. Unless exceptional circumstances apply, the sabbatical leave will only be granted once during the course of an employee's employment.

2.4. Employees should not automatically assume that their request will be granted and should not make any travel arrangements until they have received written confirmation.

3. Personnel Responsible for Implementing the Policy

3.1. The local governing committee has overall responsibility for the effective operation of this policy. The local governing committee has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Headteacher.

3.2. All employees are responsible for the success of this policy and must ensure that they familiarise themselves with it and act in accordance with its aims and objectives. Those involved in management or recruitment may request training and address any questions about the content or application of this policy to the Catholic Senior Executive Leader of Christus Catholic Trust.

4. Making a Formal Sabbatical Request

4.1. You will need to submit a written application if you would like your sabbatical request to be considered under the formal procedure (see Appendix A).

4.2. Your written and dated application should be submitted to your Headteacher and, in order to meet the requirements of the formal procedure and to help your Headteacher consider your request, should:

a) state the reason for your request,

b) give the date from which you want your sabbatical to start;

c) the length of your sabbatical;

d) state how the school/Trust might be affected by your proposed absence on sabbatical leave and how any potential problems might be overcome;

e) ideally be submitted at least three months before you wish the changes you are requesting to take effect.

5. Terms and Conditions during a Sabbatical:

5.1. Any agreed period of sabbatical leave will be unpaid but the Employee will continue to be employed and their continuous service will be preserved.

5.2. The Employer will not contribute pension contributions into the employee's pension scheme during their period of sabbatical leave. It will be the responsibility of the Employee to make separate arrangements with their pension scheme to cover any periods of unpaid service.

5.3. The Employer will not pay any benefits such as Childcare Vouchers during the sabbatical leave.

5.4. The Employee will be required to keep in contact with the School/Trust whilst on sabbatical leave, usually on a monthly basis, to be agreed with the Headteacher before sabbatical leave begins. This contact should ideally be by telephone or e-mail, but could alternatively be by post, depending on the Employee's access to communications technology whilst they are away on sabbatical leave. The Employee will indicate whether they want to be informed of any promotional opportunities during their sabbatical.

5.5. During the period of the Employee's sabbatical, the Employee remains employed by the Employer on their terms and conditions of employment, save as amended hereby. Therefore, the Employee will not be permitted to take up alternative employment or provide any consultancy services to any third party except with the Employer's consent.

5.6. The Employee will usually take any outstanding leave accrued for the annual leave year before the sabbatical leave commences. During the sabbatical, the Employee will accrue annual leave based on the statutory entitlement.

5.7. If the Employee decides not to return to work following a period of sabbatical leave, they must give notice of their resignation as soon as possible and in accordance with the terms and conditions of their contract of employment.

5.8. If the employee wishes to end their sabbatical leave early, they must make a written request to their Headteacher to do so, giving at least eight weeks' notice wherever possible. If the employee wishes to return to work earlier than the eight week notice period, it is at the Headteacher's discretion to consider such requests and decide whether or not it can be approved subject to business needs.

5.9. School/Trust property may need to be returned or retained for the duration of the sabbatical, such as laptops, mobiles, or security passes.

5.10. Upon return from sabbatical, the Employee will be able to return to the same role or where this is not possible, a job of equivalent status and on terms no less favourable than before.

5.11. Where the Employee's role is affected by organisational changes during their sabbatical leave, the Employer will involve them in any consultation process.

5.12. No performance increments or inflationary increases to salary will apply during the sabbatical leave. An appraisal will be undertaken upon the Employee's return to work.

6. Formal Procedure

6.1. Within 14 working days of receiving a written request for sabbatical leave, the Headteacher will respond in writing to confirm whether or not the request has been granted. This will include the reasons for the decision and any appeal procedure, where your request hasn't been agreed upon.

6.2. If your Headteacher needs more time to make a decision, they will ask for your agreement to delay the decision for up to a further 14 working days. A request for an extension is likely to benefit you. For example, your Headteacher may need more time to investigate how your request can be accommodated or to consult several members of staff.

6.3. If your request is accepted, or where an alternative to the arrangements you requested is proposed, your Headteacher will write to you with details of the terms that have been agreed.

7. Formal Procedure: Appeal

7.1. If your request is rejected, you have the right to appeal.

7.2. Your appeal must:

a) be in writing and dated;

b) set out the grounds on which you are appealing; and

c) be sent to the clerk to the local governing committee within 10 days of the date on which you received the written rejection of your request.

7.3. An Appeals Panel of at least one person, will review the documents associated with your request and the decision. Should they require additional information from either party then they can request this.

7.4. You will be informed in writing of the Appeal Panel's decision within 10working days of the receipt of your appeal.

7.5. If your appeal is upheld, you will be advised of this in writing, detailing the terms that have been agreed.

7.6. If your appeal is rejected, the written decision will give the reason for this decision. There is no further right of appeal.

8. Monitoring and Review of the Policy

8.1. The Trust is responsible for monitoring the implementation, use and effectiveness of this policy/procedure and will report on these matters annually or more frequently if necessary.

8.2. This policy/procedure will be reviewed by the Trust as necessary.

Appendix A:

Application for Sabbatical Leave

Part A – Request Details	
Full Name	
Job Title	
Employee Number	
Start date in current post	
Contracted hours/weeks	
Proposed Start date of Sabbatical Leave	
Proposed End date of Sabbatical Leave	
Annual Leave to be used before the start date of Sabbatical Leave. (Between application date and start date of requested Sabbatical Leave)	
Reason for request for Sabbatical Leave (Please give as much detail as possible to enable full consideration of your request)	

Part B - Declaration

Eligibility

- I confirm that I am eligible to make a request for Sabbatical Leave under the Trust Sabbatical Leave Policy.

Arrangements During Sabbatical Leave

I understand that, should Sabbatical Leave be granted, the following will apply:

- The period of Sabbatical Leave will be unpaid.
- My employment will continue, and my continuous service will be maintained.
- My Employer will not contribute to my pension scheme, or other paid benefits such as Childcare Vouchers.
- I will be required to take any outstanding leave accrued for the annual leave year before the sabbatical leave commences and have submitted my intended dates of annual leave to be taken within my application.
- I will accrue annual leave based on the statutory entitlement. When this leave is taken will need to be agreed with the School/Trust and may include payment.
- My contractual obligations remain in place and as such I will not be permitted to take up alternative employment or provide any consultancy services to any third party except with the Employer's consent.
- No performance increments or inflationary increases to salary will apply during the period of sabbatical leave.
- Normal notice periods apply in respect of resignation.
- School/Trust property such as laptops, mobiles, or security passes may need to be returned or retained for the duration of the sabbatical.
- I will be required to remain in regular, agreed communication with the School/Trust and that the School/Trust may need to contact me to ensure that appropriate consultation can be maintained during the period of leave.
- I may in extreme circumstances be required to attend school if directed by the Headteacher.

Ending Sabbatical Leave

- I understand that, should Sabbatical leave be granted, if I subsequently wish to end my sabbatical leave early, I must make a written request to do so, giving at least eight weeks' notice wherever possible. I understand that it is at the discretion of my employer to consider such requests and decide whether or not it can be approved subject to business needs.
- I understand that I will be able to return to the same role or where this is not possible, a job of equivalent status and on terms no less favourable than before.

I have read and understood the Trust Sabbatical Leave Policy.

I have read and understood the terms set out in Part B of this application.

By signing this form, I agree to the terms outlined in the Trust Sabbatical Leave Policy, and Part B of this application.

Signed Employee		**Date**	
Print Name			