

# SABBATICAL POLICY

Learning Academies Trust

Version: 1.0

Approved by: Board of Directors

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**LEARNING**  
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## CHANGES

Policy date	Summary of change	Author	Version	Review date
July 2023	Policy has been created.	Board of Directors	1.0	July 2024

### 1. INTRODUCTION

Learning Academies Trust recognise that there may be times when employees (including the Headteacher) wish to take extended time away from work during the course of their employment in order to pursue other interests outside of work including, but not limited to, research, further education or travel. The purpose of sabbatical leave will normally be linked to personal development outside the usual confines of the job, allowing the employee to return to work with new ideas and enhanced skills.

A sabbatical will be an authorised unpaid leave of absence and will not constitute a break in the period of continuous service. When calculating the total length of service, the time taken on a sabbatical will not be counted.

Sabbaticals are granted at the Trust Board's discretion and are not an entitlement.

This policy will be trialled for one year starting on 1<sup>st</sup> September 2023 and will be reviewed in July 2024 to review use and viability moving forward.

### 2. ELIGIBILITY

All permanent employees with a minimum of 3 years employment with Learning Academies Trust are entitled to request a sabbatical. The request must be submitted to their Headteacher or CEO for central staff with a minimum of one term's notice, preferably two to allow for preparation.

All employees must submit their request in line with the below dates:

Term	Date of Sabbatical	Minimum Notice Date
Autumn Term	1 <sup>st</sup> January	31st October
Spring Term	1 <sup>st</sup> May	28th/29th February
Summer Term	1 <sup>st</sup> September	31st May

Employees may submit only **one** sabbatical request during a three year period (even if the employee previously withdrew or the request was declined).

### 3. LENGTH OF SABBATICAL

A sabbatical granted will be for a minimum of one term and a maximum of one academic year. The length of time includes school holidays; employees will not be permitted to return from a sabbatical prior to a school holiday.

### 4. APPROVAL PROCESS

All requests for sabbaticals should be made using the sabbatical request form (Appendix A) and submitted to the Headteacher or CEO for central staff. In the case of the Headteacher, the request should be made to the Chair of Trustees and referred to the Trust Board.

The Headteacher/CEO, in liaison with the HR Lead, will consider each request on an individual basis. The decision on whether to grant a sabbatical will be entirely at the employer's discretion. The decision will take the current needs of the school into account, alongside the individual's request. The decision will be communicated to the employee in writing within 20 working days of receipt the request.

### 5. CONTACT

Methods and frequency of contact during the period of leave must be agreed between the employee and the Headteacher/CEO before the leave period begins.

Where organisational changes are proposed in the school or central team which may affect the employee, every attempt will be made to contact them during the sabbatical, in a timely manner and treat them in same way as other employees.

The employee is required to keep the school informed of any change of address or change of circumstances that arise during the sabbatical.

### 6. IMPACT OF SABBATICALS ON EMPLOYMENT CONTRACT

- Employees will have no entitlement to payment of salary, allowances, annual or bank holiday leave, occupational sick pay or occupational maternity / paternity pay during sabbatical leave.
- All school property should be returned prior to the start of the sabbatical unless otherwise agreed with the Headteacher/CEO.
- The purpose of sabbatical leave is to allow employees to pursue other interests outside of work; therefore, additional employment or providing consultancy services to any third party is not permitted without express consent from the Trust.
- Learning Academies Trust will not be liable for any tax or national insurance contributions during sabbatical leave.

### 7. RETURN FROM SABBATICAL

Employees returning to work following a sabbatical will, where possible, return to the same job; however, if this is not reasonably practical, then the Headteacher will make every effort to redeploy the employee to a similar role and grade. The employee will be supported with their integration back into the workplace.

If the employee fails to return to work on the agreed date, the Headteacher will make every effort to contact the employee to confirm the situation and the reasons for this. If the Headteacher is unable to contact the employee within 5 working days of the expected return date, it will be treated as a resignation and the last day of service will be recorded as the agreed date of return.

## 8. EMPLOYEE RESPONSIBILITIES

It is the employee's responsibility to check the implications a sabbatical will have on their pension with the relevant pension provider.

- Support staff's pension provider – [Peninsula Pensions](#)
- Teachers' Pension provider – [Teachers' Pensions](#)

Prior to the employee's return date, employees must satisfy ALL recruitment checks in order to recommence paid employment with the Trust. Employees are reminded that these checks can take a prolonged period of time, it is the employee's responsibility to engage with the HR Team ([hr@learningat.uk](mailto:hr@learningat.uk)) in plenty of time to satisfy these checks PRIOR to their agreed return date.

If the employee decides to go abroad for 3 months or longer during their sabbatical leave, they must provide necessary **overseas checks** on their return. Please contact the HR team prior to going abroad to discuss the statutory requirements.

## 9. RIGHT TO APPEAL

Employees have the right to appeal if their request for sabbatical leave has been refused. Appeals should be made in writing within 5 working days of receipt of the decision letter and should be addressed to the Clerk to the Trust Board. Details on the appeal process will be detailed in the letter, including the contact details for the Clerk.

## 10. APPENDIX A

### 10.1. Sabbatical Request Form

<b>Name</b>	
<b>School</b>	
<b>Email Address</b>	
<b>Contact Number</b>	
<b>Payroll Number</b>	

I confirm I meet the eligibility requirements as detailed in this document.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<b>What dates you are requesting for your sabbatical leave?</b>  Date from:  Date to:
<b>Please detail the reason(s) for your sabbatical request.</b>
<b>What impact do you believe your absence will have on the school and how can this be negated?</b>
<b>Who in the school would cover your role and responsibilities during your sabbatical leave?</b>
<b>In what way will your sabbatical benefit the school on your return?</b>

I confirm I have read and understood the information contained in this document.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Signature:

Date: