

# SABBATICAL LEAVE

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Section B – Non Contractual Policy

# Sabbatical Leave

We appreciate that there may come a time when you wish to be away from the workplace in order to pursue other activities such as travelling, volunteering or studying, that perhaps you would not otherwise be able to do whilst working.

We realise that sabbaticals can benefit both you and the business by providing opportunities for personal growth, allowing you to develop new skills and knowledge, all of which can have a positive effect on our business and our ability to recruit, retain and motivate our colleagues.

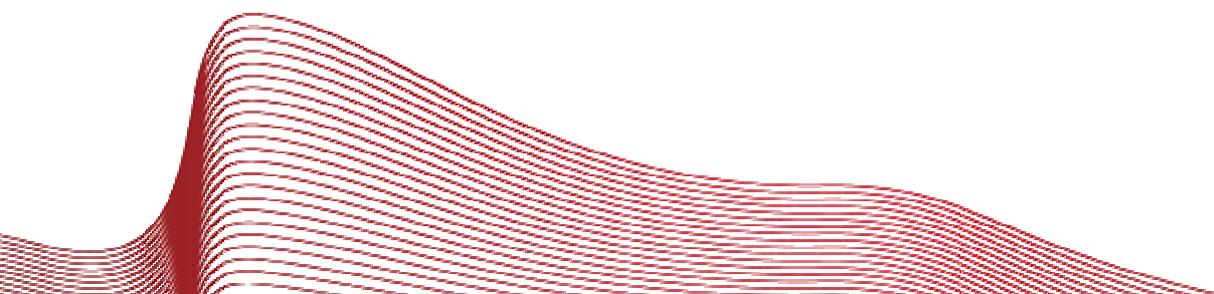
Sabbaticals will be unpaid, and can last up to a maximum period of 12 months and taken in one block. We may vary, withdraw or replace this benefit at our absolute discretion.

## **Eligibility**

To qualify for Sabbatical Leave, you must have completed a minimum of two years' continuous service.

You may not apply for a sabbatical in the following circumstances:

- if you have returned from a previous period of Sabbatical within five years
- if you are subject to a Performance Improvement Plan;
- if you have an active disciplinary warning on your file;
- if your sabbatical would cause a conflict of interest; and/or
- to gain paid employment elsewhere.



## **Procedure**

If you would like to apply for a sabbatical and satisfy the qualifying criteria, you must write to your Manager providing at least three months notice of your intention to take a sabbatical and clearly state:

- when you would like to begin your sabbatical;
- how long you would like to take off; and
- what you intend to do on your sabbatical (we must assess whether it causes any form of conflict with our business).

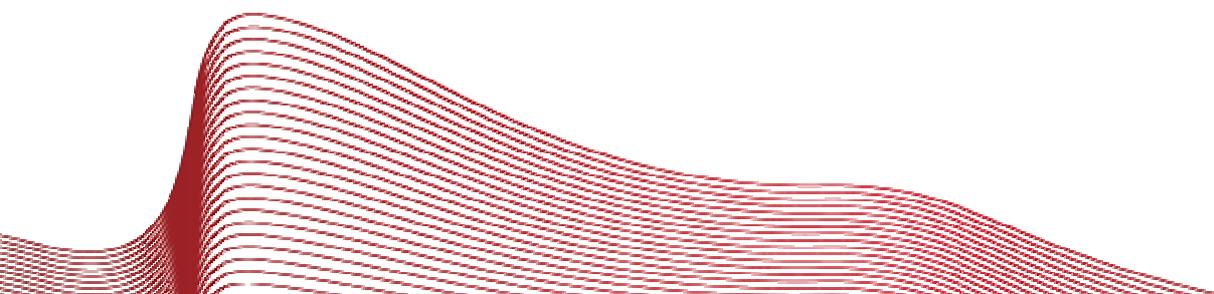
## **Responding to your request**

Your local HR Business Partner will respond to you in writing confirming whether or not your application has been approved within 28 days of receiving your request.

We will always try to accommodate your request for a sabbatical, but the needs of the business will always take priority. Accordingly, we reserve the right to turn down your application for business reasons. Furthermore, the activities that you intend to pursue during a sabbatical must not conflict with the interests of the business or involve paid employment.

If your request for Sabbatical is approved, you will be required to sign a contractual Sabbatical Agreement, outlining the individual terms of your sabbatical.

If your request is turned down for business reasons, these will be explained to you in full. There will be no right of appeal against this decision.



### **Whilst you are on Sabbatical**

During any sabbatical you will remain an employee of LSH. Accordingly, you are still bound by the following terms and conditions:

- your duty of good faith and loyalty;
- your obligation not to undertake other employment or to compete with our business;
- your obligation not to disclose our confidential information;
- your right to receive notice and your obligation to give notice in accordance with your contract of employment;
- your right to a statutory redundancy payment if you are made redundant; and
- the terms relating to our disciplinary or grievance procedures.

### **Benefit Treatment during sabbatical**

The following table demonstrates how your benefits will be treated during any sabbatical. If you have a benefit that is not listed below, such a benefit will be suspended during any sabbatical unless otherwise agreed with your Manager and/or Divisional Director.

### **Salary**

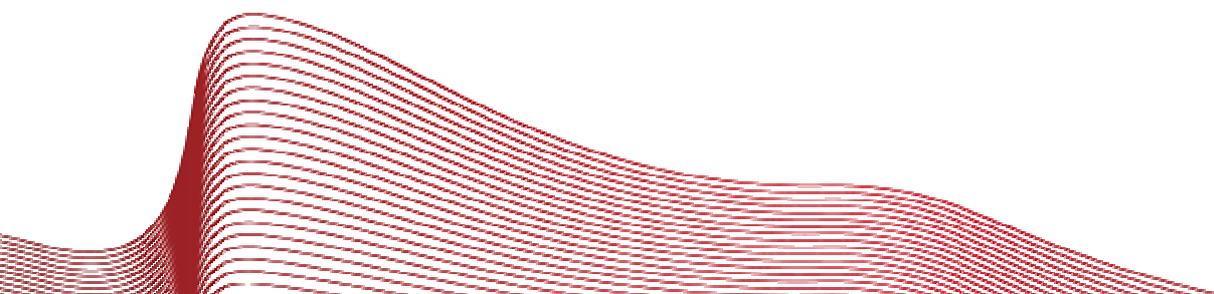
No salary will be paid during any sabbatical.

### **Salary Review**

If any sabbatical falls during the annual salary review process, your salary will still be reviewed as normal according to our standard salary review procedure. However, any change to your salary as a result of the salary review, will only take effect once you return to work.

### **Length of Service**

You will still accrue length of service during any sabbatical.



## **Pension**

If you want your contributions to continue during any sabbatical, you must arrange for your contributions for the duration of any sabbatical to be paid up front through the payroll at least one month in advance of your leave date.

We will not contribute towards your pension whilst you are on sabbatical.

## **Company Sick Pay**

You will not be entitled to any company sick pay during any sabbatical.

You may however be entitled to statutory sick pay depending on the current statutory sick pay rules. You should contact your local Social Security Office for further details.

## **Holiday**

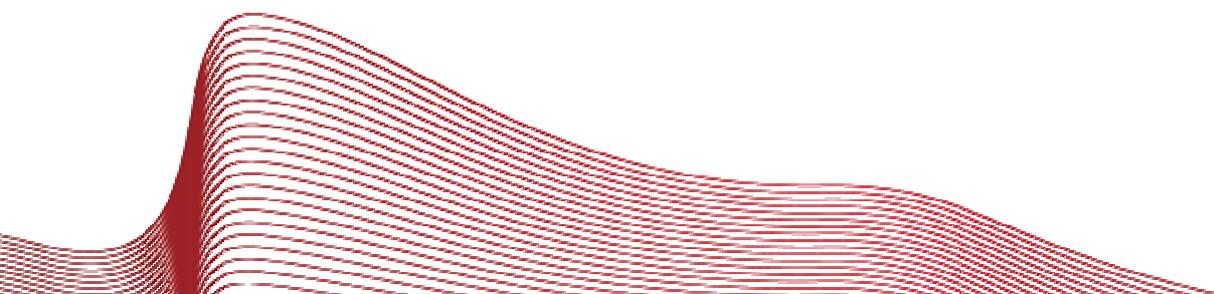
You will continue to accrue statutory holiday during any sabbatical.

However, you should use any accrued but untaken holiday up to the date you commence any sabbatical as part of the sabbatical. However, you must (see Benefits below) use all or part of your prorated holiday entitlement to enable you to pay for part of your sabbatical (provided your overall leave from work is not more than 12 months).

## **Life Assurance and Income Protection**

You will continue to be covered under our Life Assurance Scheme and Income Protection Schemes.

If you want your voluntary benefits to continue during any sabbatical, it is your responsibility to ensure that these continue. Accordingly, you must contact the relevant provider to arrange payment for the benefit during your absence, or where appropriate you will need to arrange for contributions to be paid up front through the payroll at least one month in advance of your leave date.



### **National Insurance Contributions**

Colleagues do not normally pay National Insurance Contributions during any sabbatical. However, should you wish to make your own payments, you should contact your local Social Security Office for advice.

### **Company Property – Mobile Phones, Blackberry's, PDA's, Laptops**

You must return these to your Line Manager before you begin any sabbatical.

### **Returning to Work after a Sabbatical**

Whilst we cannot guarantee that you can return to a particular post, every effort will be made to ensure that you can return work to a position that is similar to the one you previously held before any sabbatical.

In most cases, you will be able to return to your old position or your old job. However, under exceptional circumstances (for example where your old job has ceased to exist), you will be offered a comparable position (where available) on your existing terms and conditions.

If you want to return to work earlier than expected from any sabbatical, you must give your Manager at least four weeks' notice (unless your earlier return is by mutual consent). However, in these circumstances, we may delay your return with no obligation to pay you any salary until your original return date if the business cannot accommodate your early return.

If you fail to return to work on your agreed return date, this will be treated as an unauthorised absence and may result in us bringing disciplinary proceedings against you.

For further information, please contact your HR Business Partner.

**Policy Owner: Group HR**  
**Review Date: 01 August 2019**

