

## Sabbatical Policy

S.23

Reviewed: 29 June 2023

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This policy document can be produced in various formats, for instance, in larger print or audio-format; and it can also be translated into other languages, as appropriate.

Our equality and diversity policy statement describes our key equality commitments that we use to develop all organisational services; this includes employment services and services to tenants and other customers.

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The Scottish Housing Regulator Reg. No: HAC231; Registered Scottish Charity No: SC038237; FCA Reg. No: 2375R(S); Property Factor Reg. No: PF000151



HAPPY TO TRANSLATE

## **Linkage to Business Plan/Regulatory Standards Compliance**

### Business Plan:

Section 3 – Aims, values and core objectives

Section 9 – Risk Management

### Regulatory Standards:

Standard 4 - The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.

## **Risk and Financial Implications**

- Association requires suitable staffing structure and attendance to operate effectively and efficiently
- Short term reduction in staffing costs where it suits the businesses operational needs.

## **Terms of Reference**

- EVH Terms and Conditions of Employment
- EVH Model Policy Document
- Equality Act 2010

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## **1. Introduction**

Pineview Housing Association Ltd recognises that many people, at some stage in their working life, wish to take time off work for a number of reasons.

A sabbatical which may also be referred to as a career break, is when an employee is guaranteed re-employment with the organisation at the end of the break, provided that they have adhered to the terms and conditions of the agreement. The job the staff member returns to will be of equal status but there is no guarantee of returning to the same post.

## **2. Eligibility**

To be eligible for a Sabbatical an employee must

- Have completed at least 2 years continuous service
- Have a satisfactory performance record in line with Pineview's Staff Development and Performance Review policy
- Have a satisfactory attendance record in line with Pineview's Attendance and Absence Management policy
- Indicate a firm intention to return to work
- Have no live disciplinary warning.

Each case will be considered on its own merits in light of personal circumstances and the businesses operational needs. The commencement and time allowed for each career break will be dictated by the needs of the business.

## **3. Length of Career Break**

A sabbatical is available for a minimum of 3 months to a maximum of 12 months.

An employee can take a maximum of 2 sabbaticals. If an employee wishes to apply for a second sabbatical, they must have a further 2 years continuous service from the first break.

## **4. Application Procedure**

An application for a sabbatical must be made to the senior officer at least 3 months before the requested start date of the sabbatical. The employee should complete a Sabbatical Form which is attached to this policy.

Confirmation of acceptance or non-acceptance will be made in writing, to the staff member, within 30 days of the application.

## 5. Effects on Terms & Conditions of Employment

- During the leave of absence employees will have no entitlement to payment of salary, holiday or sick leave or any other mandatory benefits.
- **Death Benefit Scheme** – If the employee is entitled to the Death Benefit Scheme as per their terms and conditions it shall continue to apply during the employee's period of leave of absence and shall be calculated by reference to their earnings immediately before such period of absence commenced.
- **Pension Scheme** – Employer pension contributions will be suspended for the duration of the leave and the period will therefore not count towards the pensionable service.
- Upon return from the employee's leave they will be entitled to make good all contributions to the Association's Pension Scheme omitted during the leave of absence within a period agreed by the Scheme Trustees. The employer will not however invoke contributions for that period.
- **Professional Membership Fees** - During the period of unpaid leave of absence, Pineview will not pay any professional subscriptions in respect of membership of professional bodies.
- **Redundancy** - If redundancy should occur during a Sabbatical, the employee will be contacted, in writing, and the appropriate process will be used under Pineview's redundancy procedure.
- **Increments** – Staff returning from sabbatical will not be entitled to an incremental increase unless they have been back at work for 6 months prior to 1<sup>st</sup> April. Staff, will however, be eligible to receive the Pineview's cost of living rise in place at the time of their return to work.
- Failure to return to work will be treated as a resignation.
- The period of the sabbatical will not count towards calculating any statutory or contractual benefits.
- If the organisation makes any changes to the employee's post/grade/salary or any other conditions during the sabbatical break, they will write to the employee informing them of any changes.

## 6. Maintaining Contact

Where possible regular contact should be maintained with the organisation throughout the break. The frequency and method of contact will be agreed between the employee and their line manager. A monthly information pack containing any circulars, newsletters and other relevant material will be sent to any employee on a sabbatical by their line manager. Any relevant information will be sent to the employee's home address.

## **7. Alternative Employment**

The period of unpaid leave of absence is granted on the understanding that the employee will not take up any paid work during this period. If they should do so then they will automatically lose their right to return to work unless previous approval is granted by the senior officer and confirmed in writing.

## **8. Postponing the Return Date**

### **i) By the Organisation:**

If there are no suitable vacancies the organisation may postpone the date of return for up to 28 days. The employee will be informed of the revised date in writing. If the organisation postpones the date of return, the employee will not be paid any salary or other benefits during the postponement. However, the period of postponement will count towards the continuous service.

### **ii) By the employee on Medical Grounds:**

The date of return may be postponed by the employee on medical grounds only. The maximum period of postponement allowed is 28 days. If an employee is unable to return to work after this period the organisation may review the right to return to work. The employee will not be paid any salary or other benefits during the postponement but the period of delay will count towards continuous service.

## **9. Returning to Work**

An employee must give 3 months notice in writing, to the senior manager of their intention to return to work. Failure to do that will be treated as a resignation.

If a member of staff fails to return to work after their sabbatical they will lose their right to return to work. Pineview will assume that the employee has resigned from their post which will be effective from the end of their sabbatical.

When the employee returns to work their line manager will conduct a re-entry meeting and cover areas such as changes within the Association, salary and holiday entitlement.

Pineview reserves the right to alter or withdraw the scheme at any time.

## **10. General Data Protection Regulations**

We, Pineview HA, are the controller of the personal information that we hold about you, our employee. This means that we are legally responsible for how we hold and use personal information about you. It also means that we are required to comply with data protection laws when holding and using your personal information. This includes providing you with the details of how we hold and use your personal information, who we may share it with and your rights in relation to your personal information. You can view the

You can read Pineview's Transparency Statement for Employees below  
<\\pha-pdc\company\Corporate Services\Data Protection & FOI\01 - 2018 GDPR\01 - Information Law Solutions\02 - DPO documents for issue\01 - Transparency Statements\For Issue\Transparency Statement - employee .pdf>

## **11. Monitoring & Review**

Responsibility for monitoring the application of this policy will rest with the Director of the Association.

This policy will be reviewed every three years to ensure it continues to meet legislative and organisational needs or where EVH issues a revised Model Policy, whichever is sooner. Any amendments will be communicated to all staff and relevant stakeholders.

# Appendix 1: Application for a Career Break

**Full Name:** .....

**Start Date:** .....

**Present Position:** .....

I would like to commence a Career Break on ...../...../..... and would like the break to last for ..... months.

I am requesting a career break for the following reason:

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I have read the organisations Sabbatical Policy and Employee Transparency Statement and understand and accept the terms and conditions therein.

**Signed:** ..... **Date:** ...../...../.....