



# **SCHOOL - LEAVE POLICY AND PROCEDURE**

**(Replacing Annual Leave Policy and Procedure and Sabbatical Leave Scheme)**

**This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg**

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## Contents

SECTION	CONTENT	PAGE NUMBER
1	<b><u>Introduction, Roles and Responsibilities</u></b>	
	• Headteacher/Management	3
	• Employee	4
	• HR People Services	4
2	<b><u>Leave Policy</u></b>	
	• Purpose	5
	• Who is Covered	5
	• Key Principles	5
3	<b><u>Procedure and Entitlements</u></b>	
	• Procedure for Approval of Annual Leave	6
	• Annual Leave Entitlements	7
	• Public Holiday Entitlements	8
	• Public Holidays for Part Time Employees	8
	• Carry Over of Annual Leave	8
	• Sickness and Annual Leave	9
	• Religious Holidays	9
	• Late Return form Annual Leave	9
	• Suspended Employee-Annual Leave	10
	• New Employees	10
	• Termination of Employment	10
4	<b><u>Sabbatical Leave</u></b>	
	• Purpose	
	• Who is Covered	11
	• Key Principles	11
	• Definitions	12
5	<b><u>Prodecure</u></b>	
	• Appeals	14
	• Links with the School Whilst on Sabbatical Leave	15
	• Returning to Work	15
	• Other Areas for Consideraton	15
6	<b><u>Relevant Documents</u></b>	
	• Leave Application Form 4.C.088-Sch	16
	• Sabbatical Leave Application Form 4.C472-Sch	16
	• Sabbatical Leave Agreement 4.C.473-Sch	16

### SECTION 1 - INTRODUCTION, ROLES and RESPONSIBILITIES

- 1.1 This is a model Leave Policy recommended by the Council for adoption by Governing Bodies. It is based on the Council Policy and adapted, as appropriate, for schools.
- 1.2 The Governing Body and the Council are committed to helping its employees to achieve a balance between their work and outside lives. The school supports the ethos that Work Life Balance is an opportunity for all employees and not just those with family or caring responsibilities or in particular grades or occupations.
- 1.3 This policy and procedure is one of a suite of benefit policies developed to support employees in achieving a Work Life Balance. As with all Work Life Balance policies there will be benefits for the school in implementing such practices, including; improving employee morale and positively impacting upon sickness absence levels; aiding recruitment and improving retention. In addition, there is potential for the school to achieve cost savings following successful applications for sabbatical leave.

## **Roles and Responsibilities**

- 1.4 It is important that everyone clearly understands their roles and responsibilities within these processes.

## **Headteacher/Management Responsibilities**

1.5 (In addition to their responsibilities as employees):

- Take into account school needs and any potential negative impact in terms of other employees Work Life Balance.
- Seek advice from HR People Services when required.

### **Annual Leave**

- Where relevant monitor the annual leave of their employees.
- Ensure that annual leave is recorded on DigiGOV for non work PC Users.
- Ensure all annual leave is updated in DigiGOV prior to approving an employee's exit/termination. Or in the case of employees not recording annual leave on DigiGOV to calculate the under/overpayment and inform payroll in time for the final salary payment.

### **Sabbatical Leave**

- If refusing a Sabbatical Leave request, provide business case reasons in writing within 14 calendar days and work with the employee to explore other options.
- Consider requests for Sabbatical Leave on a business case basis, taking into account school needs.
- Arrange a meeting within 14 calendar days with the employee to discuss the request.
- Confirm to HR People Services the employee's intended return from Sabbatical Leave in time for pay to be reinstated.
- Ensure that employees on Sabbatical Leave who have provided contact details receive all correspondence relating to school reorganisations which may have implications for their employment.

## **Employee Responsibilities**

1.6 It is the employee's responsibility to:

### **Annual Leave**

- Those in receipt of an annual leave entitlement to take the holidays to which they are entitled.
- Adhere to the school requirements for applying for annual leave.

### **Sabbatical Leave**

- Advise their headteacher/manager of any change in circumstances e.g. address and contact details.
- Keep-up-to-date with their profession where one exists by maintaining membership of the relevant professional bodies, undertaking any relevant Continuous Professional Development training required to maintain professional membership.
- Ensure all accrued annual leave entitlement is taken before commencing Sabbatical Leave. (Leave taken in excess of the accrued entitlement must be repaid prior to the commencement of the break.)
- Establish impact on employee's pay deductions. The Council operates a number of employee benefit and salary sacrifice schemes, including Car Loans, Cycle Scheme. Employees are required to contact the relevant offices / officers to establish the impact of the Sabbatical Leave period on the terms and conditions of the scheme/s.
- Make arrangements to protect their state pension entitlement by making good any shortfall in National Insurance contributions.
- Provide contact details which may be used by management in exceptional circumstances such as reorganisations.

## **HR People Services Responsibilities**

1.7

- To advise and support headteachers, managers and employees in the application of this policy and procedure as required.
- For employee's taking Sabbatical Leave issue an agreement for signing.

1.8 The purpose, who is covered and key principles related to Annual Leave and Sabbatical Leave are detailed in the relevant sections.

## **SECTION 2- ANNUAL LEAVE and PUBLIC HOLIDAY**

## **PURPOSE**

2.1 This scheme provides details of annual leave and Public Holiday entitlements, procedures for requesting and approving leave.

## **WHO IS COVERED**

2.2 This policy applies to those school support staff who are entitled to annual leave, irrespective of status and/or grade. Part time employees will be entitled to pro-rata allowances. It does not apply to school support staff whose leave is encompassed within term time working and does not apply to teachers.

## **KEY PRINCIPLES**

2.3 The school believes that employees with an annual leave entitlement should take the holidays to which they are entitled, and designated managers and employees should organise workloads to enable this.

2.4 It is the responsibility of management to ensure that there is adequate provision for the needs of the school and therefore the taking of annual leave is subject to the exigencies of the school and management approval. In this policy a reference to 'designated manager' or 'designated managers' shall mean the person or persons designated from time to time by the Head Teacher to approve leave requests for the employee in question. All employees should be made of aware of which manager can authorise their leave.

2.5 When booking annual leave, employees should give as much notice as possible in order to ensure that managers can make appropriate arrangements.

2.6 All annual leave should be taken and there will be no payment in lieu of annual leave. (Except in the case of 3.29).

2.7 Annual leave should be taken in the form of full/part days or equivalent hours for all employees.

2.8 Reference to calendar days in the policy excludes periods of school closure.

## **SECTION 3 - PROCEDURE AND ENTITLEMENTS FOR ANNUAL LEAVE**

## PROCEDURE FOR APPROVAL OF ANNUAL LEAVE

- 3.1 Wherever practicable and possible, leave requests in excess of 5 days should be received no later than 4 weeks prior to the start date. Wherever practicable and possible, for leave of less than 5 days, at least 3 days notice is required. Where the required notice is not given, especially in emergency situations not covered by the Special Leave Scheme, designated managers should approve the leave provided it will not have a detrimental effect on the School.
- 3.2 **No** employee should take annual leave or commit themselves to any holidays until they have received the appropriate approval-either through DigiGOV or in line with the School's working practice. Any employee taking unauthorised leave may be subject to disciplinary action in line with the School [Discipline Policy and Procedure](#).
- 3.3 Designated managers must clearly communicate to their employees the process for requesting leave. It is recommended that the process is included in induction training and confirmed to employees at the beginning of each leave year.

### Work Based PC Users

- 3.4 All requests for annual leave should be discussed with the designated manager, who may either verbally or via e-mail confirm or reject the request. Requests should then be recorded on [DigiGOV](#). PC users will receive a notification as soon as possible on [DigiGOV](#) confirming whether their request for leave has been approved or not. No leave should be taken until this approval has been received.

### Employees without access to a work based PC Users but with access to their own internet enabled device e.g. mobile phone, i pad etc

- 3.5 DigiGOV is available on the web by clicking [here](#).
- 3.6 Where designated managers have agreed the process, employees who are not able to access a work place PC but have their own mobile phone, PC, iPad etc. which has access to the internet may log in and apply for leave on [DigiGOV](#). Designated managers can provide employees with copies of the quick reference guides to accessing [DigiGOV](#) via the intranet.
- 3.7 The instructions for work based PC Users as above, should then be followed.

### Employees without access to a work based PC Users and with no access to the intranet

- 3.8 Employees who are unable to access the internet via work or their own device should request annual leave in line with the working practice in the school and will receive confirmation from their designated manager advising whether their request for leave has been approved or not. This notification will be in line with working practices and it is recommended that schools confirm the practice in writing to employees.
- 3.9. In approving requests for annual leave, designated managers must consider the needs of the school, taking into account any relevant factors such as any seasonal

fluctuations in the volume of work, other employees on leave etc. Obviously leave must not be refused unreasonably.

3.10 Where there are conflicting annual leave requests, priority will be given to the employee whose request was received first. However, at times when it is popular to take leave such as at Christmas, Easter and during school holiday periods, approval may be alternated on an annual basis.

3.11 Once approval for annual leave has been given, it will not normally be withdrawn. However, there may be occasions where exceptional and or emergency situations occur (e.g. Civil Defence) which necessitate leave being cancelled and the School reserves the right to withdraw approval in such exceptional situations. Any decision to withdraw approval must be in consultation with the HR People Services. Where approval is withdrawn, the employee must be fully compensated for any actual financial losses incurred as a result of any cancellation. This cost must be borne by the School. Where this happens, the annual leave will not be lost.

3.12 On two occasions per annual leave year (i.e. 2 working days for full time or part time / job share employees), the usual timescales for requesting annual leave may be relaxed. This will mean that twice a year, employees who wish to take one of their working days as annual leave at short notice can do so. This may include ringing in on the day to request leave. However, employees who wish to use this facility must contact their designated manager to request approval for the leave, which will normally be approved unless there are exceptional reasons why it is not possible to do so. Please note that approval cannot be requested retrospectively and employees who fail to contact managers before hand will be deemed to be absent without leave.

### **ANNUAL LEAVE ENTITLEMENTS (excluding Public Holidays)**

<b>CATEGORY</b>	<b>LESS THAN 5 YEARS SERVICE Days</b>	<b>5 YEARS SERVICE Days</b>
Grades 1 - 10	27	32
Soulbury Employees *	25	30

\*These employees currently have 4 extra statutory days leave in addition to their annual leave entitlement.

## **PUBLIC HOLIDAY ENTITLEMENTS**

3.13 There are normally 8 Public Holidays in an annual leave year as follows:

Good Friday  
Easter Monday  
May Day  
Whitsun Monday  
August Bank (Public) Holiday Monday  
Christmas Day  
Boxing Day  
New Years Day

There may be years when Easter falls in the same annual leave year and Public Holidays will be allocated accordingly.

## **PUBLIC HOLIDAYS FOR PART TIME EMPLOYEES**

3.14 Under the provisions of the Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000 part timers have the right not to be treated by their employers less favourably than comparable full time workers and are entitled to a pro rata entitlement for Public Holidays irrespective of whether their working day falls on a Public Holiday. It should be noted that job sharers are part time workers.

3.15 There are normally 8 Public Holidays in a leave year and part time employees entitlement should be calculated in hours as follows. ([See calculator](#)).

**Contracted Hours / 37 x 8 Public Holidays x 7.4 hrs = Annual Entitlement**

e.g. someone who works 18 ½ per week

$$\frac{18\frac{1}{2}}{37} \times 8 \times 7.4 = 29.6 \text{ hours.}$$

3.16 The total hours / days should be banked at the beginning of the leave year. Where a Public Holiday day occurs on a part timers normal working day then the hours normally worked for that day should be debited against the banked hours.

3.17 As most Public Holidays days fall on Monday those employees who normally work on these days will have more time off than their Public Holiday entitlement. They will be required to make up any debits by working extra hours, or using their annual leave entitlement. Those employees who do not normally work on Public Holidays days will probably have more credit hours than they need to cover these days and should be allowed to take these credits on other days.

## **CARRY OVER OF ANNUAL LEAVE**

- 3.18 The annual leave year runs from the 1<sup>st</sup> April to the 31<sup>st</sup> March and employees should aim to take their full leave entitlement during this period. However the school will allow employees to carry over a maximum of 5 days annual leave (pro rata for job share or part time employees) from one year to the next.
- 3.19 No carry over in excess of 5 days will be allowed. (Pro rata for job share / part time employees). This included any hours part time employees are credited for Public Holidays. Therefore, designated managers should monitor leave taken by employees throughout the year and ensure that it is taken.
- 3.20 In the case of maternity, as annual leave is accrued during maternity leave, where maternity leave spans two leave years any outstanding leave should be carried over. The 5-day carry over rule will also apply to individuals on long term sickness absences at that time.
- 3.21 Employees transferring between Cardiff schools will take their remaining annual leave entitlement with them.
- 3.22 The European Working Time Regulations permit employees to carry forward any annual leave which cannot be taken due to long term sickness absence. In this instance the calculation of outstanding leave will be based on the Statutory Entitlement to annual leave and Public Holidays stated within the European Working Time Regulations and not Cardiff Council's entitlements. Any annual / Public Holiday leave already taken will be deducted from the above to determine the amount of leave to be carried forward. The leave must be taken within a period of 18 months of the end of the leave year in which the annual leave arises.

## **SICKNESS AND ANNUAL LEAVE**

- 3.23 Employees who are taken sick whilst on annual leave and wish to reclaim their leave must follow the normal sickness notification procedure including the requirement to make contact with their designated manager on the first day of absence. In addition a Statement of Fitness for Work must be provided from their General Practitioner which covers the entire period of absence.

## **RELIGIOUS HOLIDAYS**

- 3.24 Employees who wish to observe religious holidays, which do not coincide with public holidays, may take annual leave or request unpaid leave. It is recognised that in some cases employees may only be able to provide short notification of the request. Every effort will be made to accommodate such requests subject to school needs.

## **LATE RETURN FROM ANNUAL LEAVE**

- 3.25 If for any reason, employees know that they will be late returning from annual leave they must notify their designated manager of the late return as soon as possible and discuss and agree revised arrangements i.e. additional annual leave, unpaid leave or other arrangements. Failure to do so will render the employee liable to disciplinary action for unauthorised absence.

## **SUSPENDED EMPLOYEE – ANNUAL LEAVE**

3.26 An employee may take leave whilst suspended from work. If the annual leave year concludes during the period of suspension any outstanding leave beyond the normal 5 day carryover cannot be carried forward.

## NEW EMPLOYEES

3.27 New employees will be entitled to a pro rata leave allowance based on one 12<sup>th</sup> of their annual leave entitlement for each complete month between the date of their appointment and the 31<sup>st</sup> March.

3.28 When calculating the leave entitlements of new employees continuous service will include continuous previous service with any public authority to which the Redundancy Payments (Local Government) (Modification) Order 1983 as amended applies.

## TERMINATION OF EMPLOYMENT

3.29 On termination of the contract of employment employees will be entitled to an accrued allowance for their final leave year based on the following calculation (A x B)-C.

Where

A = period of leave to which the employee is entitled.

B = the proportion of the employee's leave year which expired before the effective date of termination.

C = the period of leave taken by the employee between the start of the leave period and the effective date of termination.

3.30 Where appropriate, employees should be encouraged to take their leave entitlement before the termination of their contract of employment. Where outstanding leave is paid, the payment is subject to normal payroll deductions.

3.31 Where the annual leave taken at the date of termination has exceeded the number of days accrued, the appropriate sum will be deducted from the employee's final salary, or the employee will be invoiced accordingly.

3.32 For a full time employee the calculation for a day's pay is 1/261<sup>st</sup> of annual salary.

3.33 For a part time employee the calculation for a day or week's pay is as follows (n.b. the full, not pro rata, salary should be used for these calculations)

$$1 \text{ days leave} = \frac{\text{Annual Salary}}{261} \times 5 \times \frac{\text{contracted hours for day}}{37}$$

$$1 \text{ weeks leave} = \frac{\text{Annual Salary}}{261} \times 5 \times \frac{\text{weekly contracted hours}}{37}$$

3.32 The calculation of outstanding hours to be paid or reclaimed will be completed on approval of an exit in DigiGOV. It is therefore essential that all annual leave is recorded accurately in DigiGOV before manager's approval of an exit. Where annual leave is not recorded in DigiGOV designated managers must manually calculate any outstanding /overtaken leave and inform payroll in order to ensure that the final salary is calculated accurately.

## SECTION 4 – SABBATICAL LEAVE

### PURPOSE

- 4.1 This section outlines the option and process for requesting sabbatical leave and details the terms of subsequent sabbatical leave agreements/ variation of contracts. It has been developed with the dual purpose of assisting the School in achieving cost savings and further assisting employees achieve a Work Life Balance. The purpose of the scheme is to enable the school to retain an employee who requires an extended period of leave from the school and who might otherwise need to terminate their employment. It also benefits the employee in allowing them to preserve their current employment status at the time of taking the break and return on the same terms and conditions.
- 4.2 Sabbatical leave may be taken for care of dependants or other domestic circumstances, or to undertake education or study. However, eligibility will not be confined to such criteria. Each request will be assessed by the head teacher on a business case basis taking into account the needs of the pupils/children.

### WHO IS COVERED?

- 4.3 This policy applies to all employees of the school (except centrally based employees who will be subject to the Corporate policy) regardless of age, ability or disability, gender, language of choice, race, religious or non-religious beliefs, or sexual orientation. It includes those in permanent or temporary positions whether in full time, part time or job share positions irrespective of status and/ or grade.
- 4.4 Requests for sabbatical leave must be in writing and will be accepted from any employee with at least 26 weeks continuous service with the school.

### KEY PRINCIPLES

- 4.5 As with all flexible working arrangements there is no automatic entitlement for employees to be granted sabbatical leave. All requests will be considered by head teachers on a business case basis and whilst the presumption is to allow employees as much flexibility as possible the need to maintain a quality education to pupils is paramount. Where requests cannot be supported, the head teacher will provide business case reasons to explain why that is the case and explore other options with the employee.
- 4.6 Sabbaticals will be approved on the basis that the employee will return to the same post or a similar post in the school, with no detriment in terms of grade, pay, benefits or conditions of service. The employee will retain continuity of service. However, the length of service will be paused.
- 4.7 The key elements of Sabbatical agreements include the following:
- The School must not incur additional costs and still be able to deliver an effective education to its pupils.
  - The employee's continuity of service and employment rights will pause whilst off.
  - The employee and head teacher sign up to a written agreement.

- 4.8 Employees who wish to undertake paid work whilst on sabbatical leave must consult their head teacher to ensure no conflict of interest exists. Employees who wish to take up posts within the Council should refer to the Secondment Policy and Procedure.
- 4.9 Employees on sickness leave will not normally be eligible for sabbatical leave. In general, an employee should have satisfactory health, (which also takes into consideration the Equality Act 2010), attendance and conduct records.
- 4.10 The decision to approve or not approve an employee's application for sabbatical leave rests with the employee's Headteacher in consultation with the Chair of Governors. Advice should be sought from HR People Services.

### **Monitoring and Review**

- 4.11 The scheme will be monitored to provide the following information:
- the numbers of those applying for sabbatical leave
  - the reasons for wishing to take sabbatical leave
  - the number of applications accepted/ rejected

### **Definitions**

- 4.12 Sabbatical Leave: A period of unpaid leave for absences of a minimum of 3 months to a maximum of 2 years. However, requests in excess of 2 years may be considered in exceptional circumstances. In such cases headteachers should consult HR People Services. It is 'reason neutral' in that employees are not limited to applying for reasons associated with childcare/ caring responsibilities or time off for travel or training etc.
- 4.13 The employee's contract of employment is maintained throughout the period of leave. Employees should however be aware that due to the pace of change and the current economic challenges faced by schools and the Council, a return to the same post may not always be feasible. Employees must provide contact details during their period of leave in order that they may receive any consultation details regarding departmental reorganisations. It will be the employee's responsibility to respond to any correspondence. If it is not possible for the school to return the employee to the same post at the end of the sabbatical leave period the school will use its best endeavours to redeploy the employee to a similar post in the school in line with the redeployment policy.

## **SECTION 5 – PROCEDURE FOR SABBATICAL LEAVE**

- 5.1 Employees must apply in writing to their head teacher on a Sabbatical Leave Request Form. Applications should be made at least three months in advance of their proposed start, however, where the post is not backfilled a date can be mutually agreed, and (except in exceptional circumstances) the request will:
- Confirm the employee meets the criteria.
  - Specify the reason for the sabbatical, the proposed commencement date and duration.
  - Explain how the employee thinks the request could be accommodated by the school including any potential benefits for the employee and/ or the school.

5.2 Requests for sabbatical leave will be considered on a business case basis. Reasons for requesting sabbatical leave may include but are not limited to the following:

- Personal and/ or professional development
- Domestic reasons; e.g. childcare or caring responsibilities
- Travel
- Training/ Development
- To follow a full time course of education
- To take up public or voluntary services
- Following the birth or adoption of a child
- Other purposes providing they will comply with the terms and conditions of the scheme.

5.3 The head teacher will arrange a meeting with the employee to discuss the request and ensure the employee is fully aware of the conditions of the scheme.

5.4 The head teacher, in consultation with the Chair of Governors and taking advice where appropriate from HR People Services will consider the request.

5.5 The head teacher will meet with the employee giving a decision on whether the request can be accommodated. In providing the decision, the head teacher will either:

- a) Accept the request in full and detail in the letter the arrangements that will be made, including the start date, duration and return date, **or**
- b) Reject the request as it was made but confirm a mutually agreed alternative, which will be detailed, including start date, duration and return date. The head teacher will outline the reasons why the original request could not be accommodated and will also outline the appeals procedure in this letter, **or**
- c) Reject the request in full. The head teacher will detail for the employee the business reasons why the request could not be accommodated. The head teacher will also outline the appeals procedure in this letter.

5.6 Where the application is approved the employee will be required to sign a sabbatical leave agreement.

### **Appeals**

5.7 The employee can appeal against the decision made by writing to the Chair of Governor's, outlining the reason for the appeal. The appeal must be made within 14 calendar days of the date of the letter giving the decision.

5.8 The Personnel/ Staffing Committee of the Governing Body will meet with the employee and their representative within 14 calendar days of receipt of the appeal.

5.9 A decision regarding the appeal will then be given to the employee, in writing, within 14 calendar days of the appeal meeting. The decision shall be deemed be final. If the appeal is unsuccessful the reasons for that decision will be given.

### **Links With The School Whilst On Sabbatical Leave**

- 5.10 Both the head teacher and the employee are obliged to maintain links during the period of sabbatical leave.
- 5.11 Both parties are entitled to make 'reasonable contact' with each other during the leave period. For example, the head teacher may contact the employee to discuss whether or not the planned date of return to work has changed or is likely to do so or to keep the employee up to date with work place developments. Equally the employee may request to maintain contact for similar purposes. The means for 'Reasonable Contact' will be discussed and agreed before leave commences.
- 5.12 In line with the principles of Keeping in Touch Days the head teacher and employee can agree for the individual to undertake work activities up to 10 days per year. This may include attendance on training courses, meetings etc. This will be arranged by mutual agreement and where practicable. Whether the employee works for one hour or a whole day this will be counted as one Keeping in Touch day. The employee will receive pro rata remuneration for hours worked.
- 5.13 Employees on sabbatical leave will be eligible to apply for posts advertised during their period of leave. It is the responsibility of the employee to undertake to find out about suitable vacancies.

## **Returning To Work**

### **Post**

- 5.14 Employees will be entitled to return to work in the same or similar post within the School, with the same conditions and benefits, (taking into account any relevant pay rises or agreed changes),

### **Pay**

- 5.15 Salaries of employees returning on sabbatical leave will be paused and when returning from sabbatical leave they will be put on the same point as when they left. Due to the national terms and conditions of teachers where they return in September they may receive one increment if they had enough service in the last academic year that they worked.

### **Continuity of Service**

- 5.16 The employee's length of service will be paused. Service related terms of employment including annual leave entitlement and sickness benefits will not accrue throughout the leave period.

### **Requesting to change return date**

- 5.17 Employees who wish to request to return early must put their request in writing to their designated manager at the earliest opportunity. Whilst there can be no guarantee of an early return requests will be given sympathetic consideration, taking into account operational needs and reasons for the request.
- 5.18 Employees who wish to seek to extend their leave period should apply in writing to their headteacher at the earliest opportunity and no later than 3 months before the agreed return date. The extension will be subject to the approval of the Governing Body. The maximum period of the sabbatical leave period must not exceed 2 years.

### **Appropriate Checks**

5.19 If necessary the school may need to renew the employee's Disclosure and Barring Service (DBS) clearance and / or attain a satisfactory medical assessment. Therefore the school reserves the right to obtain such clearances before the employee returns to work.

### **Training and/ or Induction**

5.20 Where appropriate, the headteacher will determine the training and / or induction the employee is required to undertake to ensure an efficient smooth return to work. This will reflect the duration of the break and the extent of any changes to the employee's role and / or work environment.

### **Other Areas For Consideration**

#### **Annual Leave**

5.21 There will be no entitlement to annual leave during the sabbatical leave period. Where relevant, employees must ensure all accrued annual leave entitlement is taken before commencing sabbatical leave.

#### **Sick Pay**

5.21 There will be no entitlement to occupational sick pay during the sabbatical leave period.

#### **Maternity/ Adoption & Maternity/ Adoption Support Leave**

5.23 There will be no entitlement to occupational maternity/ adoption pay or support pay during the sabbatical leave period.

#### **Statutory Maternity/ Adoption/ Sick Pay:**

5.24 Whilst eligibility for statutory pay remains the above earnings are based on pay received over specified periods. In the majority of occasions the school will not be required to pay the statutory element as the employee will not have been earning in the weeks prior. Employees are however advised to contact payroll for advice if necessary.

#### **Special Leave**

5.25 There will be no entitlement to special leave during the period of sabbatical leave.

#### **Ending the Sabbatical Leave Agreement**

5.26 The school may terminate the agreement if any of the obligations of the employee under the terms and conditions of the scheme are breached. This includes instances where the employees conduct or activity brings the school into disrepute or failure or inability of the employee to return to the school on the agreed date. Where such instances occur the matter will be considered under the Schools Disciplinary Policy and Procedure.

5.27 The employee may terminate their contract of employment with the school at any time by notifying the head teacher in writing and giving appropriate notice.

## **Pensions Contributions – Local Government Pension Scheme**

5.28 For support staff in school's, as the employee's contract continues, the employee and the employer must pay contributions for the first 30 days of the leave of absence. Department.

## **5.29 Pensions Contributions – Teacher's Pension Scheme**

Employees who are members of the Teacher's pension scheme should consult the Teacher's Pensions website regarding implications for their pension and options regarding the purchase of additional pension.

## **Disciplinary Warnings**

5.30 Any period of a disciplinary warning which is unspent at the time of the Sabbatical Leave will restart on the employees return to work.

## **Professional Fees**

5.31 Where membership of a professional body is a mandatory requirement of the employee's profession; reimbursement of fees will be made in line with the Procedure for Reimbursement of Professional Fees (1.CM.159)

## **SECTION 6 – RELEVANT DOCUMENTS**

4.C.088-Sch - Leave Application Form (Sch) – this form is to be given to each employee with a leave entitlement at the beginning of the leave year.

4.C.472-Sch Sabbatical Leave Application Form

4.C.473 –Sch Sabbatical Leave Agreement