

# Sabbatical Policy



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# SABBATICAL POLICY

<b>Purpose:</b>	To establish DPHA's policy and set out our position on employees applying for a Sabbatical or Career Break
<b>Last Reviewed:</b>	August 2022
<b>Guidance:</b>	EVH model policy
<b>Regulatory Standards:</b>	<p><u>Standard 2:</u> The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.</p> <p><u>Standard 3:</u> The RSL manages its resources to ensure its financial well-being and economic effectiveness.</p> <p><u>Standard 4:</u> The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.</p> <p><u>Standard 5:</u> The RSL conducts its affairs with honesty and integrity.</p>
<b>Other Relevant Policies</b>	Terms and Conditions of Employment
<b>Date reviewed by People &amp; Policy sub-committee</b>	16 September 2025
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## **1.0 INTRODUCTION**

1.1 Dalmuir Park Housing Association (DPHA) recognises that many people, at some stage in their working life, may wish to take time off work for a number of reasons.

1.2 A sabbatical which may also be referred to as a career break, is a period of time away from the workplace over and above normal paid annual leave. An employee will remain employed throughout the period of the sabbatical. The duration and arrangement for return for the sabbatical will be agreed with the employee in advance and clearly set out in a formal sabbatical agreement. There is no guarantee of returning to the same post.

## **2.0 ELIGIBILITY**

2.1 To be eligible for a sabbatical an employee must:

- Have completed at least 2 years continuous service.
- Have not taken sabbatical leave in the preceding two years
- Have no live disciplinary warning on file.

2.2 Each case will be considered on its own merits and the granting of any career break and length will be entirely at the chief Executive's discretion.

## **3.0 LENGTH OF SABBATICAL**

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

3.2 An employee can take a maximum of 2 sabbaticals whilst employed by DPHA. If an employee wishes to apply for a second sabbatical, they must have accrued a further 2 years continuous service from the end date of the first career break.

## **4.0 APPLICATION PROCEDURE**

4.1 An application for a sabbatical must be made to your line manager at least 3 months before the requested start date of the sabbatical.

4.2 The employee should complete a Sabbatical Leave Request Form which is attached to this policy. The employee will be invited to a meeting to discuss the application and the circumstances of the request will be taken into account as well as the operational needs of the organisation. A meeting with your manager will be arranged with you to discuss the reasons for the request. Thereafter confirmation of the outcome will be provided in writing. We will aim to provide this within 30 days of the initial application.

## **5.0 EFFECTS ON TERMS & CONDITIONS OF EMPLOYMENT**

5.1 **Payment of Salary** - During the sabbatical leave employees will not receive payment of salary.

5.2 **Annual Leave**

Employees will have no entitlement to payment of salary or holiday leave.

5.2 **Other Benefits**

Employees will not receive any sickness benefit and / or any other mandatory benefits during the period of sabbatical leave.

5.3 **Life Assurance Scheme**

If the employee is entitled to the Death Benefit Scheme as per their terms and conditions of employment it shall continue to apply during the employee's period of sabbatical leave up to a maximum of one year.

5.4 **Pension Scheme**

Employer pension contributions will be suspended for the duration of the sabbatical leave.

Upon return from the employees from their sabbatical leave, they may make good all contributions to the Association's Pension Scheme omitted during the leave of absence. They should advise the finance team of their intention.

5.5 **Professional Membership Fees**

During the period of unpaid leave of absence, DPHA will not pay any professional subscriptions in respect of membership of professional bodies.

5.6 **Redundancy**

If redundancy situation should occur during a sabbatical leave, the employee will be contacted, in writing, kept fully involved and consulted with in line with the DPHA's redundancy procedure.

5.7 **Salary 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 DPHA's cost of living rise in place at the time of their return to work. This will be discussed with the employee prior to the period of sabbatical leave.

If DPHA makes any proposed changes that would have an impact on the employee during the sabbatical Leave, the organisation will contact the employee to discuss this, and the employee will be fully involved in any subsequent consultation process.

5.8 Failure to return to work will be treated as a resignation.

6.0 **CONTACT THROUGHOUT SABBATICAL LEAVE**

6.2 The frequency and method of contact will be agreed between the employee and their line manager Any important and relevant information will be emailed to the employee.

## **7.0 Company property**

Any requirement to return company property during the sabbatical leave, will be discussed and agreed with the employee prior to the sabbatical leave and set out within the Sabbatical Leave Agreement.

## **8.0 ALTERNATIVE EMPLOYMENT**

8.1 The purpose of sabbatical leave is not to allow employees to undertake alternative employment.

If a situation arises during sabbatical leave where employees wish to seek alternative employment, this should be discussed in advance and agreed in writing by the line manager. If this process is not followed this will be managed in line with the Disciplinary Process.

## **9.0 RETURNING TO WORK**

9.1 Arrangement for returning to work will be agreed with the employee and set out within the Sabbatical Leave Agreement. If this date differs from the original one set out in the agreement, then DPHA should be notified.

9.2 If a member of staff fails to return to work after their sabbatical leave, does not communicate the reason for this to their line manager, this will be managed in line with the Maximising Attendance policy and procedures.

9.3 Should the employee wish to resign from their position at any point during your sabbatical leave, they are required to notify their manager in writing, following the notice period set out in your contract of employment. You will not be expected to work the contractual notice period unless your leave has also come to an end.

9.4 When the employee returns to work, their line manager will conduct-return to work meeting and to ensure the employee is up to date with any changes that may have occurred during period of sabbatical leave.

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

## **10.0 DATA PROTECTION**

10.1 We will treat personal data in line with our obligations under the current data protection regulations and our Privacy Policy. Information regarding how data will be used and the basis for processing your data is provided in our Employee Fair

Processing Notice.

## **11.0 EQUALITY, INCLUSION AND DIVERSITY**

11.1 We are committed to promoting an environment of respect, understanding, encouraging diversity and eliminating discrimination by providing equality of opportunity for all. This is reflected in our Equality, Diversity & Inclusion Policy.

## **12.0 DISATISFACTION**

12.1 Any employee not satisfied with the implementation of this Policy can in the first instance raise their concerns with their Line Manager or the senior officer dealing with the situation. If the employee remains dissatisfied they should refer to the processes contained within the Grievance Policy and Procedures.

## **13.0 POLICY REVIEW**

13.1 This policy will be reviewed 3 years after it has been approved by the Board, or earlier if required.

*[This policy does not form part of your contract of employment, therefore may be updated or withdrawn at any time. If this happens it will be communicated to you accordingly.]*

**APPENDIX 1**

**APPLICATION FOR A SABBATICAL LEAVE/CAREER BREAK**

**FULL NAME:** .....

**START DATE:** .....

**PRESENT POSITION & TEAM** .....

I would like to commence a Sabbatical Leave on ...../...../..... and would like the break to last for ..... months.

My return to work date is...../...../.....

I am requesting a career break for the following reason(s):

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Line manager Comments:

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I have read the organisation's Sabbatical Policy and understand and accept the terms and conditions of DPHA's sabbatical scheme.

Employee Signed: ..... Date: ...../...../.....

Line Manager Signed: ..... Date: ...../...../.....