

# Sabbatical Leave Policy

Rev 1

Issued April 2024

Managing Director - Kevin Hague



**AARSLEFF CENTRUM**



**CANNON  
PILING**  
a part of Aarsleff Ground Engineering Limited

## **1. POLICY STATEMENT**

**1.1 This policy applies to all companies within Aarsleff Ground Engineering Ltd UK and Avoncross Ltd, including companies trading as Centrum Pile and Cannon Piling (referred to in this statement as 'The Company').**

1.2 This policy is non-contractual and the Company reserves the right to amend or withdraw the policy at any time at the Company's discretion.

1.3 This policy is designed to give employees the opportunity to have a break from their employment for a pre-determined time period to develop their knowledge, skills or to pursue a special interest.

## **2. INTRODUCTION**

2.1 In acknowledgement of supporting our employees, we run a policy whereby we may grant a pre-determined period of unpaid sabbatical leave to employees who have at least one years' service.

2.2 A period of sabbatical may be taken for many reasons, for example, to undertake study, to provide care for a dependant, to undertake the holiday of a lifetime etc.

## **3. APPLICATION PROCESS**

3.1 If you wish to apply for a sabbatical, you should confirm this in writing to the Human Resources department using the form provided in Appendix 1, completing section A.

3.2 The line manager should arrange to meet with the employee to discuss the application in more detail including the reason for the sabbatical request. The line manager then completes section B.

3.3 Each application will be assessed on its own merits however the following criteria will form part of the considerations:

3.3.1 Detailed confirmation of the dates of the sabbatical

3.3.2 Employee responsibilities during the sabbatical

3.3.3 Keep in touch arrangements

3.3.4 Process to extend or reduce the duration of the sabbatical

3.3.5 Managing outstanding and accrued annual leave

3.3.6 Managing the period prior the sabbatical to ensure robust arrangements for work handover

#### **4. SHOULD THE COMPANY AGREE TO A PERIOD OF SABBATICAL LEAVE FOR YOU, THE FOLLOWING TERMS WILL APPLY:**

4.1 Your original start date of employment will remain unaffected. Your contract of employment will continue during your sabbatical and the time spent on sabbatical will count towards your period of continuous employment for statutory purposes but will be discounted for any service-related benefits we offer including enhanced sick pay etc.

4.2 All of your contractual entitlements will be suspended for the duration of the sabbatical, including your salary, use of Company vehicle, provision of car allowance, Simplyhealth, discounts or BUPA.

4.3 You will not be entitled to any wages during your sabbatical subject to the below.

4.4 You will not receive any bonus, profit share or other reward during your sabbatical.

4.5 You will not receive any commission payments during your sabbatical save for that generated and approved prior to your sabbatical.

4.6 You will not receive statutory sick pay.

4.7 You will not receive any pension contributions provided by the Company.

4.8 Once approved the terms of your sabbatical will be confirmed to you in writing.

#### **5. ANNUAL LEAVE**

5.1 You must take all of your accrued but untaken annual leave (calculated at the date the sabbatical is due to start) before your sabbatical begins.

5.2 You will continue to accrue annual leave on the basis of your statutory entitlement only during the sabbatical i.e. on the basis of 5.6 working weeks and you agree to forego any contractual entitlement over and above 5.6 working weeks for the duration of the sabbatical.

5.3 You must take the leave accrued during your sabbatical within the first three months after your return to work or by the end of the leave year, whichever is sooner.

#### **6. COMPANY EQUIPMENT**

6.1 You will return all company property including company car, laptop, mobile phone etc before your sabbatical begins.

## **7. TERMS AND CONDITIONS**

7.1 During your sabbatical, you continue to be subject to all other terms of your employment which usually apply when you are at work including confidentiality, restrictions on your business activities, notice periods etc. You are not permitted to undertake any work including self-employment, paid or otherwise, during your sabbatical unless you have obtained prior agreement from us.

7.2 Although you are not at work during your sabbatical, we retain the right to instigate usual disciplinary procedures against you should you behave in a way which the company deems unacceptable in accordance with our normal disciplinary rules, for example by bringing the Company name into disrepute. The grievance procedure will also continue to apply.

## **8. KEEPING IN TOUCH ARRANGEMENTS**

8.1 When the sabbatical is approved, the line manager and employee will discuss keep in touch arrangements. These should reflect the nature of the employee's role, the length of the sabbatical and the employees wishes during the sabbatical. The arrangements should be sufficient to ensure that the employee continues to feel connected to the Company. Where the sabbatical lasts 12 months, the line manager should arrange to speak to the employee at least once annually to update them on organisational changes.

8.2 You must notify your manager and the HR team of any changes of address or contact details during your sabbatical.

## **9. RETURNING TO WORK**

9.1 You will agree to return to work on a specific agreed date. Whilst on sabbatical, if you change your mind about your intended return date you must inform us. If you wish to return earlier than the intended date, you must inform us at least eight weeks before new date you wish to return. If you wish to extend your leave, you must inform us at least eight weeks before the original date of return. Any changes to return date must be agreed with us and you should not assume that any changes will be agreed.

9.2 On return from sabbatical leave the employee will be appropriately re-inducted into the Company. This should include plans for refresher training where appropriate.

9.3 Where a sabbatical is for 6 months or less, the Company will endeavour to facilitate the employee's return to their substantive post. For sabbatical leave of more than 6 months, the Company will endeavour to offer a post at the same pay band and responsibility level if the substantive role is not applicable.

9.4 You must inform us of any change of address during your sabbatical where we will be able to reach you in the event that there are any significant operational changes in your absence.

APPENDIX 1 – Sabbatical Leave Application Form  
**Section A – For Completion by the Employee**

Name:	
Job Title:	
Contract Hours:	
Department:	
Start Date:	
Reason for Sabbatical Request:	
Proposed Sabbatical Start Date:	
Proposed Sabbatical Duration:	
Proposed Return to Work Date:	

*I have read the Sabbatical Policy and I agree to its terms and conditions:*

Signed	
Print Name:	
Date:	

**Section B – For Completion by the Line Manager**

Name:		
Job Title:		
Do you approve this application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If <b>No</b> please provide reasons the application is not approved:		
Signed:		
Date:		



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