

Sabbatical Leave

Policy Category:
Leave of Absence

Policy No:
59

Document Version Control:
Version: One Effective Date: 1 st March 2010
This version [one], supersedes all previous versions of this policy within the business areas specified below. Previous versions of this policy must not be used and should be destroyed.
This document is uncontrolled if printed.
Revision History:

Policy Application:
<i>The business areas to which this policy applies.</i>

National Express UK Bus & Coach

National Express UK Corporate

Policy Scope:
This policy applies to all employees of the Company's indicated above.

Policy Purpose:
The aim of this policy is to give guidance to employees who wish to apply for sabbatical leave.

Legal Framework:

Policy Statement / Procedure:
Long serving employees with 5 or more years' service will be eligible to apply for sabbatical leave to undertake research, further education, travel, etc. Sabbatical leave is open equally to both full-time and

part-time employees with the relevant service.

The purpose of sabbatical leave is to enable personal development outside the usual confines of the job, such that the employee will be able to return to work with new ideas, enhanced skills, etc. The employee may apply for a second sabbatical but this will be granted only in exceptional circumstances. Alternatively, a second period of sabbatical leave may be granted where recommended by the employee's line manager/supervisor and or HR.

Any eligible employee wishing to make an application for sabbatical leave should do so in writing to their Line Manager/Supervisor, stating the proposed objectives and duration of the sabbatical. The Employer will consider any such request and sabbatical leave, where granted, will be entirely at the Employer's discretion and with such qualifications on timing, objectives, etc as it sees fit.

During any agreed period of sabbatical leave all contractual obligations between the employer and the employee will cease, including continuous service and pension contributions.

Any accrued but unused holiday entitlement for the current holiday year must be taken prior to the start of the employee's sabbatical leave. Holiday will not accrue whilst on sabbatical leave.

The employee will be required to keep in regular contact with his/her line manager/supervisor while on sabbatical leave on a monthly basis. This may be by telephone, by e-mail or by post.

During the period of the employee's sabbatical, the employee remains an employee of the Employer. Therefore, the employee will not be permitted to take up employment or provide any consultancy services to any third party and all provisions as to confidential information will continue to apply.

The employee must give a minimum of 28 days notice of a return to work. If the employee fails to return to work from sabbatical leave on the pre-arranged date, their employment will automatically terminate.

Key Terms and Definitions:

Roles and Responsibilities:

All those to whom this policy refers are required to familiarise themselves with the terms of this policy.

Managers are responsible for ensuring this policy is applied fairly and consistently with their own area. Any queries on the application or interpretation of this policy must be discussed with your HR Department / representative prior to action being taken.