



Turtle Dove Cambridge Community Interest Company

Sabbatical Policy

Reviewed: May 2025

Review due: May 2026

Scope and Purpose

Sabbaticals are periods of paid or unpaid time away from work which are agreed between Turtle Dove Cambridge and an employee.

Sabbaticals can be of real benefit for employees. They can typically be agreed for a variety of reasons including rewarding long service, travel, research or acquiring new skills, voluntary work, alleviating stress and burn out or to take care of health.

Sabbaticals are often for shorter periods of during which the contract of employment continues, and employees normally return to the same job or a similar one.

There is no statutory right to take a sabbatical, but Turtle Dove Cambridge may offer a sabbatical, at the organisation's discretion. This policy is not contractual.

There are no specific employment law rules governing sabbaticals in the UK, although the right to request flexible working may be used by employees to seek a variety of working arrangements including sabbaticals. The Turtle Dove Cambridge Flexible Working Policy details our approach to flexible working.

This policy applies to all employees who have been working for Turtle Dove Cambridge for at least five consecutive years.

Policy

Our sabbatical leave policy offers eligible employees up to two weeks of paid leave plus four weeks of unpaid leave after their first five years of working for our company. You will be eligible to take sabbaticals every five years until you retire.

Sabbatical leave can't be accrued. For example, if you become eligible after five years of working with us, you should take your sabbatical before you complete 7 years in our organisation or you lose it.

You don't have to use the full number of weeks of paid sabbatical, but you need to use them consecutively. Your sabbatical leave counts toward years of service and when determining seniority and eligibility for salary increases.

Working while on sabbatical

Some employees may want to take a sabbatical leave to freelance, do volunteer work or take up another paid job for that period. Our only requirement in these cases is that you do not work or collaborate with a competitor of our organisation. If you do, you may breach terms of your contract of employment.

Sabbatical for job-related research and innovation

In some cases, employees may take sabbaticals to work on research and innovation projects tied to their role in our organisation. If you want to take sabbatical for such purposes, submit a

brief proposal to your manager describing your ideas and plans. After your sabbatical ends, you should also report on your results.

Contracts and Benefits

While you are on a sabbatical leave, your employment status, contract and benefits remain intact. Employees remains subject to confidentiality and good faith obligations and any restrictive covenants during a sabbatical.

Procedure

Once you become eligible for a sabbatical leave, you can make a request to your manager, plus a proposal if appropriate. Please do this at least three months before you plan to take your sabbatical. The Managing Director must be consulted for all sabbatical leave requests and must approve each request.

How managers approve sabbaticals

As an organisation we will consider all requests for a sabbatical bearing in mind:

- The dates requested for a sabbatical and whether they coincide with significant projects that an employee has a critical role in. If needed the line manager will arrange a meeting to discuss alternative dates as needed.
- Other team members who might be on sabbatical during a certain period. To avoid operational issues, we don't allow more than one person to be on sabbatical at any one time. Managers should review requests on a first-come basis.
- If an employee is under a performance improvement plan or has been through disciplinary process within the previous six months. In these cases, sabbatical leave will not be agreed.

If those criteria are satisfied, managers should approve their team members' sabbatical request. Afterwards, managers should meet with their team members to arrange how their main job duties will be covered while they're away.