

SABBATICAL LEAVE POLICY

INTRODUCTION:

This policy is designed to give staff the opportunity to have a break from their assignment for a pre-determined time period to develop their careers.

DEFINITION:

Sabbatical leave provides a facility where an individual can undergo specialist training/further education or for enhancement of skill/knowledge.

ELIGIBILITY:

Applications will be considered from the consultants who:

- a) Are working in NHSRC for a minimum period of three years.
- b) Have valid reason or need for the leave and have discussed & has consent of division head.
- d) Apply at least 3 months in advance and undertake a commitment to remain engaged with NHSRC for atleast 1 year following their return from sabbatical leave.
- e) Has not exceeded the limit of sabbatical leave.
- f) Is willing to abide by the terms & condition of sabbatical leave.

ENTITLEMENT TO SABBATICAL LEAVE

- a) Consultant may be entitled to unpaid sabbatical leave where the leave has been identified as having specific benefits to the organisation.. The costs of providing cover during the period of absence will also be a major factor in the decision making process.
- b) Consultant may undertake a maximum of 2 sabbaticals in his tenure with NHSRC. Each sabbatical will be for a period of up to 3 months only. In exceptional cases one time sabbatical may be allowed for 6 months subject to approval of Executive Director NHSRC.
- c) Consultant should have a valid contract for at least one year post completion of sabbatical leave.
- c) There should be a gap of at least one year in each sabbatical leave.
- d) Sabbatical leave will be unpaid leave. No allowance / reimbursements will be paid during sabbatical leave.
- e) Eligible leave will not be adjusted against Sabbatical leave.

TERMS AND CONDITIONS

- a) A sabbatical will not result in a break in existing contract. However, provisions dependent upon length of service i.e. annual leave, sick leave, and maternity leave will be deemed to be suspended during the period of the sabbatical.
- b) Consultant must discuss sabbatical leave with their reporting heads and should be authorised at least 3 months in advance.
- c) Consultant may be permitted to take up paid assignment during the sabbatical.
- d) Consultant should be sent any information that the reporting heads considers relevant in relation to developments within their division in order to keep the consultant up to date. This is the responsibility of the reporting manager.
- e) Consultant will remain on their current terms and conditions of assignment although not at work.
- f) If Performance appraisal is due during the sabbatical leave, the individual will have complete his appraisals before commencement of sabbatical leave.
- g) On joining the individual will be required to submit a report.

ON RETURN FROM SABBATICAL

- a) Consultant must confirm date of their return to work in writing to their reporting head and copy to PAO & HRM prior to taking the sabbatical.
- b) The individual is entitled to return to their original designation but may be assigned to another task within the same division.

WHERE CONSULTANT DECIDES NOT TO RETURN TO WORK

- a) If the consultant decides not to return to work, they should give written request to Executive Director NHSRC and copy to Reporting Head, PAO & HRM, at least 4 weeks before the sabbatical is due to end.
- b) Individual would be required to return back to work and serve one month of notice period or pay one month of consultancy fee to NHSRC.
- c) The necessary exit formalities would need to be completed by the individual and return all asset / documents to NHSRC.
- d) Failing to comply with the above NHSRC will not give any reference check for the individual and no relieving order will be issued.