



SABBATICAL LEAVE POLICY

GOVERNING BODY APPROVAL:
Autumn Term 2020/21

COMMITTEE WITH RESPONSIBILITY FOR MONITORING
AND REVIEW:
[Personnel Committee](#)

NEXT REVIEW DATE: Autumn Term 2021/22

Newman Catholic College; recognise that a period of sabbatical leave from duties at the College might prove a valuable opportunity for professional and personal renewal, and work to the benefit both of the College and the member of staff.

Eligibility

1. The right to apply for sabbatical leave applies to both teaching and support staff
2. The right to apply for sabbatical leave is dependent on completing five years continuous service at Newman Catholic College, or ten years continuous service in the educational sector, of which the final three years should be at Newman Catholic College.
3. Members of staff have no contractual entitlement to periods of sabbatical leave

Terms of Sabbatical Leave

- C- 4. Sabbatical leave can be taken for up to one, two or three terms. This will normally be over the period of one academic year, although applications can be considered over a calendar year.
5. Applications for sabbatical leave over a period of one term (normally for four months) can also be considered.
6. Sabbatical leave will be without pay.
7. After the sabbatical leave members of staff will be guaranteed a return to work under exactly the same terms and conditions, and to the same position of employment they had prior to the sabbatical leave.
- (1 8. There will be a presumption that a member of staff will return to the same incremental point at which they left, unless the experience was of distinct institutional benefit, such as to justify continued progression. This will be clarified, at the Head teacher's discretion, at the time of application.
9. Members of staff who choose not to return to their position from sabbatical leave must give the same period of notice as they already defined in their contract.
10. Employer's pension contributions will not be sustained during the period of leave, although members of staff will be able to sustain their own individual contributions through arrangements with the relevant pensions body, at their own expense.

Procedures

11. Applications for sabbatical leave should be made in writing to the Headteacher. They should address questions (a) (b) and (c) in the criteria listed below.
12. Applications must normally be made at least one term in advance of the period when the sabbatical will begin.
13. Each application will be judged on its merits and the senior management of the College will decide in each case, with reference to the criteria indicated below.
14. The senior management of the College will notify the applicant in writing of its decision, within ten college working days of receipt of the application.
- (1 15. The terms of any sabbatical leave which is granted will be set by the college and will include an agreed date for confirmation of return to post (see paragraph 8 above)

Criteria

16. The college will judge applications for sabbatical leave against the following criteria:
 - a) **How**, if at all, will the sabbatical contribute to the member of staffs' professional development?
 - b) Will the sabbatical enable the member of staff to make an enhanced contribution to the College on his/her return
 - c) Does the member of staff's past commitment and contribution to the College merit a sabbatical being granted?
 - d) Is the College confident that it can find a satisfactory and cost effective replacement for the member of staff?
 - e) Will it be possible for another member of staff within the department (or a temporary member) to take on the member of staff's workload in its entirety? If not, how great will be the disruption to other staff workloads?
 - f) How many teaching groups will lose teacher continuity because of the sabbatical? Will there be any other identifiable adverse effects on students?
 - g) If the member of staff has additional departmental or cross-college responsibilities, is it clear that there is a satisfactory, internal, temporary replacement?
 - h) If the answer to question (g) is 'No', is the College confident that it can find a satisfactory and cost effective temporary replacement through external advertisement?
 - i) Will there be sufficient continuity of staff within the relevant team to ensure that service to students is not adversely disrupted?
 - j) Are there any reasons why the proposed time for the sabbatical is especially convenient or inconvenient to the College?
17. The Governors of the college reserve the right to review the operation of this policy on an annual basis.

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NEWMAN CATHOLIC COLLEGE

FAMILY LEAVE: POLICY AND PROCEDURE

Newman Catholic College recognises that there are times when the competing demands of professional obligations and family commitments are such that staff might benefit from periods of extended leave from their employment at the College. Provision for extended family Leave is consistent with best employer practice in managing work-life balance issues, as well as reflecting the Catholic values of the College which embrace the primacy and vitality of family Life.

Eligibility

1. The right to apply for family leave applies to both teaching and support staff.
2. The right to apply for family leave is dependent on completing one year's continuous service at Newman Catholic College, consistent with the statutory entitlement to Parental Leave
3. The right to apply for extended family leave is defined by the same criteria as exists for parental Leave, with the addition of a carer's criterion:
 - a) For parents and children born or adopted on or after 15th December 1999 where the employee's right to take leave lasts until the child's fifth birthday or until five years have elapsed following placement in the case of adoption
 - b) For parents of disabled children where the employee's right to take leave lasts until the child's 18th birthday
 - c) For carers of elderly relatives or otherdependents

Terms of Family Leave

4. Family leave can be taken for up to one, two or three terms. This will normally be over a period of one academic year, although applications can be considered over a calendar year.
5. Applications for family Leave over a period of one term (normally for four months) can also be considered.
6. Family leave will be without pay.
7. After the family leave members of staff will be guaranteed a return to work under exactly the same terms and conditions, and to the same position of employment they had prior to the family leave. There will be a presumption that a member of staff will return to the same incremental point at which they left, unless the leave was of distinct institutional benefit, such as to justify continued

progression of his illness will be clarified, at the Principal's discretion, at the time of application.

8. Members of staff who choose not to return to their position from family leave must give the same period of notice as that already defined in their contract.
9. Employer's pension contributions will not be sustained during the period of leave, although members of staff will be able to maintain their own contributions and match the level of employers' contributions, through independent arrangements with the relevant pension's body, at their own expense.

Procedures

10. Applications for family leave should be made in writing to the Principal. They should address question 15 (a).
11. The Principal may request independent verification of pertinent family circumstances where this is judged to be necessary.
12. Applications must normally be made at least one half-term and fifteen working days ahead of the period when the family leave will begin.
13. Each application will be judged on its merits and the senior management of the College will decide in each case, with reference to the criteria indicated below.
14. The senior management of the College will notify the applicant of its decision, within ten working days of receipt of the application.
15. The terms of any family leave which is granted will be set by the college and will include an agreed date for confirmation of return to post (see paragraph 8 above)

Criteria

16. The college will judge applications for family leave against the following criteria:
 - a) What are the particular family circumstances and needs that merit the concession of extended leave for the member of staff concerned?
 - b) Is the College confident that it can find a satisfactory and cost effective replacement for the member of staff?
 - c) Will it be possible for another member of staff within the department (or the temporary member) to take on the member of staff's workload in its entirety? If not, how great will be the disruption to other staff workloads?

- d) How many teaching groups will lose teacher continuity because of the family leave? Will there be any other identifiable adverse effects on students?
- e) If the member of staff has additional departmental or cross-college responsibilities, is it clear that there is a satisfactory, internal, temporary replacement?
- f) If the answer to question (e) is 'No', is the College confident that it can find a satisfactory and cost effective temporary replacement through external advertisement?
- g) Will there be sufficient continuity of staff within the relevant team to ensure that service to students is not adversely disrupted?
- h) Are there any reasons why the proposed time for the family leave is especially convenient or inconvenient to the College?

17. The Governors of the College reserve the right to review the operation of this policy on an annual basis.

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JULY 2011

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