

EAST RENFREWSHIRE LNCT AGREEMENT**AGREED PROCEDURES FOR SELF FUNDED SABBATICALS FOR EMPLOYEES COVERED BY SNCT CONDITIONS OF SERVICE****1. GENERAL PRINCIPLES**

- 1.1 A self-funded sabbatical provides a formal opportunity to obtain an extended break from work of up to 1 year, for the purpose of providing employees with an opportunity to refresh and re-energise their careers.
- 1.2 An employee can undertake alternative employment while on a self-funded sabbatical, subject to the agreement of the employer. However, a self-funded sabbatical should not normally be used to undertake alternative paid employment, although placement and internship arrangements may be acceptable. If an employee wishes to undertake alternative employment while on a self-funded sabbatical they must obtain authorisation from the pastoral Head of Service or Education Senior Manager for their school or service. Any decision is final with no right of appeal.
- 1.3 It should be noted that there are no specific prescribed activities that a sabbatical must involve, however a sabbatical should be used to refresh and re-energise the career of an individual employee.
- 1.4 The duration of a self-funded sabbatical will be a minimum of 3 months and a maximum of 1 year. The intended duration of the self-funded sabbatical should be identified when an application is made.
- 1.5 To be eligible for a sabbatical, employees are required to have at least 5 years of continuous employment, on a permanent or temporary basis, with any Scottish council. For teachers this will be in addition to their probationary year.
- 1.6 The Scheme of Salaries and Conditions for teaching staff in school education, as amended by SNCT agreements, sets out the contractual position for those granted a self-funded sabbatical specifically in Section 2, paragraph 9.28 and Appendix 2.23 of the SNCT Handbook. For the avoidance of doubt a self-funded sabbatical is unpaid.
- 1.7 An employee may be granted up to 3 self-funded sabbaticals within their full employment career. In addition, a minimum of 5 years of continuous service with any Scottish council is required between each period of self-funded sabbatical.
- 1.8 Annually, self-funded sabbaticals up to a figure representing 1% of the total number of employees covered by SNCT terms and conditions will be approved.
- 1.9 Although sabbaticals are seen as a condition of service which all SNCT employees are entitled to access, employees do not, however, have an automatic right to be granted a sabbatical as, should the number of requested sabbaticals exceed 1% in any academic year,

the Department has the right to refuse a request. There is no right of appeal. Should the number of requested sabbaticals exceed the level referenced in paragraph 1.8, eligibility will be based on time served under SNCT conditions of service.

- 1.10 Where the application has been denied the employee may apply again for the following school session or annual period.

2. APPLICATION PROCESS AND AUTHORISATION

- 2.1 Employees who wish to request a self-funded sabbatical should submit their applications (Appendix 1) in writing to their Head of Establishment or Line Manager, stating the anticipated length of the sabbatical noting the parameters at 1.4 above.
- 2.2 Applications should be submitted at the earliest possible opportunity and at least 12 months prior to the proposed date of commencement. The date of commencement of the self-funded sabbatical should correspond with the beginning of an academic year for teaching or Instrumental Music employees, and 1st January for all other employees covered by SNCT conditions of service.
- 2.3 Requests should detail the anticipated outcome that the sabbatical opportunity will provide for the individual to refresh and re-energise their careers.
- 2.4 For each request Heads of Establishment/Line Managers need to carefully consider how the employee's post will be covered for the duration of the time the employee is released and work actively with HR to ensure the post is filled as timeously as possible whilst keeping in mind the financial constraints of the vacated post.
- 2.5 On receipt of an application for a self-funded sabbatical, the Head Teacher/Line Manager will ensure the applicant is eligible. If confirmed, will send a copy of the employee application along with the completed form at Appendix 2, section A, to the HR mailbox hreducationbusinesssupport@eastrenfrewshire.gov.uk HR will then verify that the 1% annual quota has not been exceeded and record the application.
- 2.6 Where the 1% quota has been exceeded, HR will write to the employee to advise of the rejection of their application, copying in the Head Teacher/Line Manager.
- 2.7 Where the number of sabbaticals remains below the 1% quota, the Head Teacher/Line Manager will receive confirmation from HR via form Appendix 2, section B that they can progress the request. The Head Teacher/Line Manager should then arrange a meeting with the applicant. The meeting should be arranged sufficiently far in advance to allow the applicant the opportunity to be accompanied by a trade union representative, but in any event will be held no more than 20 working days from receipt of the application. The applicant should be informed of their right to trade union representation at this meeting, if they so wish, however it is their responsibility to ensure availability of their chosen representative.
- 2.8 The purpose of this meeting is to discuss the employee's reasons for the application for a self-funded sabbatical, to explore the potential effects on other employees and the resultant ability of the individual school, establishment or department to meet pupil needs. The meeting will be used to explore the benefits to the employee and the strategies to address possible service requirements and the need requirements to ensure reasonable continuity for pupils that can be addressed in the 12 months prior to the sabbatical commencing. The specific terms and conditions associated with the sabbatical will also be explained.

- 2.9 Where the staff member requesting a sabbatical holds a management post, the Head Teacher should be satisfied that the necessary arrangements can be put in place to ensure continuation of the management remit at no additional cost to the Education Department.
- 2.10 Once the self-funded sabbatical application has been considered at the meeting held in accordance with paragraph 2.3 with the applicant and their representative, the outcome will be communicated to the member of staff in writing within 5 working days.

3. SABBATICAL ARRANGEMENTS

- 3.1 Where the self-funded sabbatical is agreed the Head Teacher/Line Manager should liaise with the HR Staffing Officer to ensure all necessary administrative arrangements are in place well in advance of the commencement of the sabbatical.
- 3.2 Employees who are granted a self-funded sabbatical have the right to return to the substantive post which they held prior to their self-funded sabbatical subject to the outcome of any intervening school closures, amalgamations, other organisational or establishment restructuring and staffing decisions.
- 3.3 An employee on a self-funded sabbatical may apply for an extension to the duration of such, subject to the cumulative total of the time elapsed and the extension period not exceeding 1 year. Any extensions to a sabbatical can only be agreed by the Head of Establishment/Line Manger in a similar process to granting the original request.
- 3.4 An employee is entitled to early termination of a self-funded sabbatical but may be required to wait up to 8 working weeks before resuming work. Any application for extension or early termination of a self-funded sabbatical should be made at least 8 working weeks prior to the original date of termination.
- 3.5 Where the reason for wishing to end the self-funded sabbatical is pregnancy the employee will be returned to paid work as quickly as possible in order to be eligible for statutory benefits such as maternity leave and pay.
- 3.6 Prior to the commencement of a self-funded sabbatical, agreement should be reached regarding arrangements, for contact during the period. There should be a clear understanding of the nature and frequency of any contact. The employee is obliged to provide the council with appropriate contact details during this period.

4. TERMS AND CONDITIONS

- 4.1 As indicated at 1.5 above the contract of employment continues during the self-funded sabbatical and the employee retains statutory and contractual rights, other than pay as applicable. This includes the right to notice of termination of employment.
- 4.2 Entitlement to annual leave and public holidays during the leave years in which the self-funded sabbatical commences and ends will be calculated pro-rata to the part year period of service. During the period of a self-funded sabbatical employees will not accrue any annual leave entitlement under the Working Time Regulations.

- 4.3 Should there be any employment implications during the self-funded sabbatical the Head Teacher/Line Manager is responsible for advising the employee of these. This could include changes to staffing within their school, establishment or department, resulting in a surplus situation or vacancy and any restructuring proposals.
- 4.4 Time spent on self-funded sabbatical will impact on entitlements to statutory maternity pay and leave, which is calculated based on periods of paid work in the period ending 15 weeks before the expected date of childbirth. Employees should take account of this when planning a sabbatical.
- 4.5 Whilst on self-funded sabbatical, it is the employee's responsibility to ensure that they maintain their professional registration with the GTCS.

Mark Ratter
Director of Education
March 2024

**TO BE COMPLETED BY THE EMPLOYEE WISHING TO UNDERTAKE A SELF FUNDED SABBATICAL
SELF FUNDED SABBATICAL-SUPPORTING STATEMENT**

NAME:	JOB TITLE:
SCHOOL/SECTION:	CURRENT SALARY/GRADE:
SABBATICAL DETAILS:	
PERIOD OF SABBATICAL FROM:	TO:
<p>Please detail how a self-funded sabbatical will refresh and re-energise your career and provide information as to what, if any, activities will be undertaken during the sabbatical.</p>	
<p>I understand I am not permitted to undertake any paid alternative employment during my agreed sabbatical period (unless authorised under paragraph 1.2) and should I engage in employment during this period this may result in formal disciplinary proceedings under LNCT 22.</p> <p>Signature:</p> <p>Date:</p>	

Appendix 2

TO BE COMPLETED BY HEAD OF ESTABLISHMENT/LINE MANAGER

Please complete and send to hreducationbusinesssupport@eastrenfrewshire.gov.uk to confirm eligibility for a sabbatical.

A) I confirm thathas submitted the attached application for a sabbatical and I confirm their eligibility for such.

Line Manager Name:

Signature :

Date:

B) To be completed by HR

i) I confirm the employee is eligible at this time for a sabbatical.

ii) I confirm the employee is not eligible at this time for a sabbatical.

(delete as appropriate)

Reason for non-eligibility:

HR Officer :.....

Signature:..... Date:.....