



UNPAID AND SABBATICAL LEAVE PROCESS

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Haines Business Systems Ltd

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Unpaid and Sabbatical Leave Process

Introduction

This document has been designed to accompany the company's work/life balance policy, and is contractual for all employees on general terms and conditions of service. It outlines the process that you should follow if you require unpaid or sabbatical leave.

Unpaid and sabbatical leave it is granted at the discretion of your manager and the company. Factors to be taken into consideration in granting a request for such leave may include business requirements, and your performance, absence and disciplinary records.

Any period of leave, up to a maximum period of two months, that does not fit into any other category set out in the work/life balance policy, and is not only will leave can be requested under unpaid leave.

Absences of over two months are normally treated as sabbaticals. Sabbatical leave can be taken from maximum of 12 months and cannot be preceded by a period of unpaid leave.

Eligibility

All employees can request a period of unpaid or sabbatical leave.

Roles and Responsibilities

Individuals are required to give a minimum of 28 days notice that they wish to take unpaid leave, and a minimum of three months' notice that they wish to take sabbatical leave.

Managers should consider applications for unpaid or sabbatical leave against the requirements of the business, and those of the individual. Both types of leave our discretionary and the individual's performance, absence and disciplinary records should be ...