

SABBATICAL LEAVE FOR SENIOR MEDICAL AND DENTAL STAFF

Date		Version
November 2014		1.2
Purpose		
The aim of this policy is to enable Senior Medical and Dental staff to leave their employment for a pre-determined time period to develop their career or pursue a topic of special interest.		
Who should read this document?		
All Senior Medical and Dental Staff All Service Line Managers and Service Line Directors		
Key messages		
The policy set out the process to be followed when requesting a sabbatical.		
Accountabilities		
Production	Medical HR Business Partner	
Review and approval	Medical Staff Panel	
Ratification	Director of HR & OD	
Dissemination	Medical Workforce office	
Compliance	Director of HR & OD	
Links to other policies and procedures		
Version History		
1	November 2014	Creation of new policy
1.1	November 2018	Extended to April 2019 by HR SMT
1.2	August 2019	Extended to April 2020 by Louise Tate
Last Approval		Due for Review
November 2014		Extended to April 2020

PHNT is committed to creating a fully inclusive and accessible service.

Making equality and diversity an integral part of the business will enable us to enhance the services we deliver and better meet the needs of patients and staff.

We will treat people with dignity and respect, actively promote equality and diversity, and eliminate all forms of discrimination regardless of (but not limited to) age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity.

**An electronic version of this document is available in Trust Documents.
Larger text, Braille and Audio versions can be made available upon request.**

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1 Introduction

The Policy applies to all Senior Medical and Dental doctors employed at Plymouth Hospitals NHS Trust who meet the eligibility criteria.

This policy is not applicable to bank or temporary fixed term workers.

2 Purpose

The aim of this policy is to clarify the process for Senior Medical and Dental staff to follow when requesting a sabbatical.

3 Definitions

A sabbatical is a period of extended leave, either paid or unpaid to allow an employee to develop their career, or pursue a topic of special interest. Sabbaticals may be used to allow an employee to work for another organisation for a short period of time, to allow employees to pursue special projects, or enhance their career development.

4 Key elements

4.1 ELIGIBILITY

Applications will be considered from all employees who:

- 4.1.1 Have five years continuous employment with Plymouth Hospitals NHS Trust.
- 4.1.2 Have an outline structure of their career development when they discuss taking a sabbatical with their Service Line Manager and Service Line Director e.g. an agreement in principle to work in another organisation, or an agreement for a place on a particular course.
- 4.1.3 Where possible it should be discussed at their appraisal and had the aim identified within their PDP.
- 4.1.4 Plan the sabbatical to enable six months' notice of absence and undertake a commitment to remain employed with Plymouth Hospitals NHS Trust for two years following the return from sabbatical leave.
- 4.1.5 Are employed under a substantive contract of employment.

4.2 TERMS AND CONDITIONS OF SABBATICAL

- 4.2.1 For employees' wishing to take unpaid leave for reasons not aligned to their PDP the unpaid leave policy procedure for Medical and Dental Staff is applicable.

4.2.2 A sabbatical will not result in a break in service, however, provisions dependent upon length of service i.e. annual leave, contractual redundancy payments, sick leave, maternity leave, will be deemed to be suspended during the period of the sabbatical. Employees should be aware that this may also affect their lease car and pension entitlements/payments. Advice from relevant departments should be sought.

4.2.3 An employee cannot take up paid employment during the sabbatical if their salary continues to be paid by the Plymouth Hospitals NHS Trust. If the employee is not paid during the sabbatical leave period the employee will be entitled to take up other paid employment.

4.2.4 The employee will remain on their current terms and conditions of employment.

4.2.5 No other expenses will be allocated.

4.3 IMPLICATIONS OF A SABBATICAL

4.3.1 If the sabbatical leave is unpaid, the Trust will not pay an employee's pension contributions and National Insurance; the employee should be aware of the pension implications.

4.3.2 Employees should seek advice from:

Payroll Services ext 37633

4.4 APPLICATION PROCEDURE

4.4.1 An employee must discuss the reason for the sabbatical and the structure of the career development with their Service Line Manager and Service Line Director, and should reach an agreement six months in advance of the proposed commencement of the sabbatical.

4.4.2 The employee should then submit a completed application form (Appendix 4) to their Service Line Manager and Service Line Director for comments and endorsements as appropriate. When considering a request for a sabbatical the Service Line Manager and Service Line Director should consider the problems of cover during the period of absence.

4.4.3 Applications should be forwarded to the Medical Director, six months in advance of the proposed commencement of the sabbatical, who in conjunction with the Director of HR, Chief Operating Officer and Director of Finance will confirm **final approval** of the application.

4.4.4 No definitive arrangements should be made until **final approval** has been agreed as the period of leave may be delayed until adequate cover arrangements are made (locums etc) at no additional cost to PHNT.

4.4.5 An employee must confirm their commitment to return to work in writing to their Service Line Manager and the Service Line Director, prior to taking the sabbatical.

4.4.6 The sabbatical leave period should have commenced within two years of the agreement.

4.5 ON RETURN FROM SABBATICAL

4.5.1 The individual is entitled to return to their original or commensurate role.

4.6 WHERE AN EMPLOYEE DECIDES NOT TO RETURN TO WORK

4.6.1 If an employee decides not to return to work, they should give written notice to the Service Line Manager, at least three months before the end of the sabbatical.

4.7 DISCIPLINARY ACTION

4.7.1 The Trust reserves the right to take appropriate disciplinary action which may result in the termination of employment if:

- a) They fail to co-operate with the requirements of the sabbatical.
- b) They fail to return at the end of the sabbatical.

5 Overall Responsibility for the document

Director of HR & OD

6 Consultation and ratification

The design and process of review and revision of this policy will comply with The Development and Management of Trust Wide Documents. The review period for this document is set as default of five years from the date it was last ratified, or earlier if developments within or external to the Trust indicate the need for a significant revision to the procedures described.

This document will be approved by the Medical Staff Panel Committee and ratified by the Director of HR & OD.

Non-significant amendments to this document may be made, under delegated authority from the Director of HR & OD, by the nominated author. These must be ratified by the Director of HR & OD and should be reported, retrospectively, to the approving Medical Staff Panel Committee.

Significant reviews and revisions to this document will include a consultation with named groups, or grades across the Trust. For non-significant amendments, informal consultation will be restricted to named groups, or grades that are directly affected by the proposed changes.

7 | Dissemination and Implementation

Following approval and ratification, this policy will be published in the Trust's formal documents library and all staff will be notified through the Trusts' normal notification process,.

Document control arrangements will be in accordance with The Development and Management of Trust Wide Documents.

The document author(s) will be responsible for agreeing the training requirements associated with the newly ratified document with the named Director of HR & OD and for working with the Trust's training function, if required, to arrange for the required training to be delivered.

Core Information				
Document Title	Sabbatical Leave for Senior Medical and Dental Staff			
Date Finalised				
Dissemination Lead	Medical HR Business Partner			
Previous Documents				
Previous document in use?	no			
Action to retrieve old copies.				
Dissemination Plan				
Recipient(s)	When	How	Responsibility	Progress update
All Senior Medical and Dental Doctors		email	Medical Workforce Office	
All Service Line Managers		email	Medical Workforce Office	

Review		
Title	Is the title clear and unambiguous?	Yes
	Is it clear whether the document is a policy, procedure, protocol, framework, APN or SOP?	Yes
	Does the style & format comply?	Yes
Rationale	Are reasons for development of the document stated?	Yes
Development Process	Is the method described in brief?	Yes
	Are people involved in the development identified?	Yes
	Has a reasonable attempt has been made to ensure relevant expertise has been used?	Yes
	Is there evidence of consultation with stakeholders and users?	Yes
Content	Is the objective of the document clear?	Yes
	Is the target population clear and unambiguous?	Yes
	Are the intended outcomes described?	Yes
	Are the statements clear and unambiguous?	Yes
Evidence Base	Is the type of evidence to support the document identified explicitly?	Yes
	Are key references cited and in full?	Yes
	Are supporting documents referenced?	Yes
Approval	Does the document identify which committee/group will review it?	Yes
	If appropriate have the joint Human Resources/staff side committee (or equivalent) approved the document?	Yes
	Does the document identify which Executive Director will ratify it?	Yes
Dissemination & Implementation	Is there an outline/plan to identify how this will be done?	Yes
	Does the plan include the necessary training/support to ensure compliance?	Yes
Document Control	Does the document identify where it will be held?	Yes
	Have archiving arrangements for superseded documents been addressed?	Yes
Monitoring Compliance & Effectiveness	Are there measurable standards or KPIs to support the monitoring of compliance with and effectiveness of the document?	Yes
	Is there a plan to review or audit compliance with the document?	Yes
Review Date	Is the review date identified?	Yes
	Is the frequency of review identified? If so is it acceptable?	Yes
Overall Responsibility	Is it clear who will be responsible for co-ordinating the dissemination, implementation and review of the document?	Yes

Core Information	
Manager	Medical HR Business Partner
Directorate	HR & OD
Date	18 th February, 2014
Title	Sabbatical Leave for Senior Medical and Dental Staff
What are the aims, objectives & projected outcomes?	The aim of this policy is designed to give the Senior Medical and Dental staff the opportunity to leave their employment for a pre determined time period to develop their career or pursue a topic of special interest.
Scope of the assessment	
The key elements set out in this document apply to all Senior Medical and Dental except those on the bank or temporary contracts.	
Collecting data	
Race	This is mitigated as the policy can be made available in alternative languages
Religion	The document has no impact on this area
Disability	This is mitigated as the policy can be made available in alternative formats
Sex	The document has no impact on this area
Gender Identity	The document has no impact on this area
Sexual Orientation	The document has no impact on this area
Age	The document has no impact on this area
Socio-Economic	The document has no impact on this area
Human Rights	The document has no impact on this area
What are the overall trends/patterns in the above data?	There are no trends/patterns in this data. External consideration has been given to 2011/12 NHS Ligation Authority Risk Management Standards for NHS Trusts.
Specific issues and data gaps that may need to be addressed through consultation or further research	Trust wide documents can be made available in a number of different formats and languages if requested. No further research is required as there are no further equality issues.
Involving and consulting stakeholders	
Internal involvement and consultation	The policy has been compiled by the Medical HR Business Partner. The policy has been circulated for consultation to the LNC members and the Medical Staff Panel members.
External involvement and consultation	
Impact Assessment	

Overall assessment and analysis of the evidence	<p>This assessment has shown that there could be an impact on race or disability groups. However, this document can be made available in other formats and languages if requested.</p> <p>The document does not have the potential to cause unlawful discrimination. The document does not have any negative impact.</p>			
Action Plan				
Action	Owner	Risks	Completion Date	Progress update
Provide document in alternative formats and languages if requested	Yvonne Linley-Shaw	Potential cost impact	Ongoing	This action will be addressed as and when the need occurs

SABBATICAL LEAVE APPLICATION FORM

Employees Name:

Job Title:

Organisation: **Service Line:**

I * have/have not taken my full annual leave and study leave entitlement in the previous 3 year period. (*Please delete as appropriate)

Proposed dates for Sabbatical Leave.....

Details of confirmation that majority of working time employment is for Plymouth Hospitals NHS Trust (include a printed version of job plan)

Details of study leave taken in previous 3 year period.

The Aims and Objectives of the Sabbatical Leave

Specific details of the Sabbatical Leave. – to include venue, timescale, cover arrangements.

Action on Return from Sabbatical Leave

(To include: - plan for education, implementation and/or development on return including the identification of any additional resources which would be required)

Additional information may be attached if required,sheet(s) supplement this application. The completed application should be forwarded to your Service Line General Manager/Service Line Director and other appropriate staff for their comments/endorsements.

Applicant

Signed: **Date:**

Service Line Director

Signed: **Date:**

Service Line Manager

Signed:..... **Date:**.....

Medical Director

Signed:..... **Date:**.....

Approval of Sabbatical Leave for Senior Medical and Dental Staff

Committee Approval: Medical Staff Panel

Medical Director

Name:

Date:

Signature:

Chair of LNC

Name:

Date:

Signature:

Executive Approval:

Director of HR & OD

Name:

Date:

Signature: