

Throughout this document “the Company” refers to Yamazaki Mazak UK Ltd and/or Jonathan Lee Workforce Solutions Limited where appropriate.

Sabbatical Policy

INTRODUCTION / DEFINITION

The term ‘sabbatical’ is used to describe an unpaid release of duties without ending the contract of employment. Even though there is no legal obligation to offer sabbaticals, the Company is committed to employee wellbeing and providing colleagues with the opportunity to achieve a greater work-life balance. This Sabbatical Policy has been formulated with this in mind.

The aim of the policy is to provide colleagues with the option to take time away from work to achieve a different balance in their work and home life commitments and to help provide opportunities for individuals to pursue personal and self-development goals.

A sabbatical could be used to:

- Travel
- Undertake further education / study for a qualification
- Pursue a personal interest
- Spend more time with the family
- Participate in voluntary / community work.

Sabbaticals will be granted at the Company’s discretion and are not an entitlement.

PRINCIPLES

Scope

All colleagues that are on a permanent contract are eligible to make a request under the Sabbatical Policy subject to the specific conditions detailed under ‘Criteria’.

Colleagues on temporary contracts, agency workers and contractors are not eligible to make a request.

Eligibility Criteria

- The colleague must have been employed continuously for a minimum of three years with the Company.
- The colleague is not eligible to apply for a sabbatical if they have a ‘live’ formal disciplinary warning or are currently going through the capability procedure.
- The colleague must provide a minimum of three months’ notice to their manager prior to the intended leave date.
- Only one sabbatical request can be made in any three-year period; should a request be declined; another request may be submitted a year after the initial decision has been reached.

Duration

A sabbatical can be a minimum of one calendar month and a maximum of six calendar months subject to approval from the relevant manager.

Only one successful sabbatical request can be made in any 3-year period.

Extending or reducing time on a sabbatical

A change in the length of the sabbatical within the above parameters can be made only by mutual agreement between the colleague and their manager providing that a minimum of one month's notice has been given.

Terms & conditions during sabbatical leave

During the period of the employee's sabbatical, the colleague remains an employee of the Company on the normal terms and conditions of employment except for any amendments due to the sabbatical leave.

Colleagues that undertake sabbatical leave will continue to accrue continuous service during a sabbatical in respect of their entitlement to claim unfair dismissal, statutory redundancy pay and other statutory rights. Upon return from a period of sabbatical leave there is no break in continuous service.

Pay

In all cases, sabbatical leave will be unpaid.

Annual leave

Colleagues granted sabbatical leave will be required to use any outstanding annual leave entitlement accrued up until the start of the sabbatical period. Annual leave will not continue to accrue during a period of sabbatical leave.

Pensions Contributions

Pension contributions are based upon earnings. As with any period of unpaid absence, this will impact upon contributions that are made.

Sick pay

There will be no entitlement to sick pay whilst on sabbatical.

Cycle Scheme

If you belong to the Cycle Scheme and take sabbatical leave, then the early termination rules defined within the scheme will apply. You will be required to pay the outstanding instalments and the "Early Termination Fee" to purchase the bike. These payments will be deducted from your final pay prior to your sabbatical leave commencing.

Life Assurance

Members would remain eligible for cover during sabbatical under the insurer's temporary absence clause.

Medical Scheme

When the sabbatical starts, you will be withdrawn from the medical insurance scheme. Upon your return, you will need to reapply to join.

PROCEDURE FOR APPLYING FOR SABBATICAL LEAVE

How to apply

Eligible colleagues should submit their written request for a sabbatical to their manager using the Sabbatical Request Form (available on the Company Intranet) giving a minimum of three months' notice before the proposed commencement date of the sabbatical. The request should clearly detail the proposed start and end date of the proposed sabbatical and outline the reason(s) for the leave. The request should also outline and confirm your agreement that annual leave will not be accrued during the sabbatical period.

Decision making

The relevant manager will consider the request for sabbatical leave; where granted, this will be at their discretion. No request can be guaranteed even where a colleague meets all of the eligibility criteria.

An application for a sabbatical can only be refused where there is a clear business reason. These may include the following:

- A burden of additional cost
- A detrimental effect on the ability to meet customer demand
- An inability to re-organise work amongst existing staff
- An inability to recruit additional staff
- A detrimental effect on quality and/or performance

Where reasonably possible, responses to a sabbatical request will be made in writing within 14 days of the initial request.

Appeal

If the employee feels that a request to apply for a sabbatical has been unreasonably declined, then they have the right of appeal. Appeals should be made in writing to the Human Resources Department within five working days of receipt of the decision.

CONTACT DURING SABBATICAL LEAVE

In the case of sabbatical leave lasting over one month, the Company and colleague are allowed to make reasonable contact to provide updates as necessary.

Job Vacancies

During any colleague's period of sabbatical leave, they will still have access to the intranet to review any of the Company's current vacancies.

RETURN TO WORK

Colleagues have the right to return to the job in which they were employed under their original contract of employment and on terms and conditions not less favourable than those that would have been applicable had they not been absent.

Special provisions apply in the case of redundancy and other exceptional circumstances, and Human Resources will advise as required.

It will be assumed that the colleague will be returning to work at the end of their period of entitlement. If the colleague decides during their sabbatical that they do not wish to return to work, then they need to give their contractual notice in writing to their manager.

Colleagues who have been on sabbatical for six months may wish to join the induction seminar upon their return to work.

EMPLOYEE'S OBLIGATIONS

Whilst on sabbatical leave, colleagues will not undertake other paid employment unless the relevant manager has agreed this in writing. All company property, such as cars, laptops and mobile phones, must be returned before the sabbatical commences.

=====End=====

Procedure:	Sabbatical Policy
Written By:	Chris Morris, HR Manager
Approved By:	Yamazaki Mazak UK Limited
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