

Sabbatical Policy

Last review date:	December 2018
Next review date:	June 2019
Author:	Chief Executive Officer
Approver:	Executive Team
Who does policy apply to:	All Employees

1. Policy principles

- 1.1 Adam Smith International (ASI) is committed to developing and incentivising its workforce through a broad range of benefits and commitments. This Sabbatical Policy is intended to incentivise Employees to stay with ASI and to reward the longest serving Employees. In particular, ASI recognises the importance of supporting Employees with pursuing professional development opportunities and that the demands of our work can constrain our ability to take these. In response, the Sabbatical Policy is intended to facilitate extended leave to assist Employees with their professional development interests.
- 1.2 Any Employee of ASI can apply for an unpaid sabbatical in accordance with the terms of this policy.
- 1.3 This policy does not form part of any Employee's contract of employment and ASI may amend it at any time.

2. Eligibility

- 2.1 To be considered for a sabbatical, an Employee must have been engaged by ASI as an Employee under a contract of continuous employment for a period of four (4) years or more as at the date of the application.
- 2.2 A qualifying Employee is limited to a maximum of 12 months of unpaid sabbatical over a five (5) year period.
- 2.3 A qualifying Employee may apply for more than one sabbatical in a four (4) year period if the total amount of unpaid leave does not exceed 12 months.
- 2.4 A qualifying Employee returning to work following a sabbatical of less than 12 months may only apply for another sabbatical 12 months after the return to work date.

3. Duration of a sabbatical

- 3.1 A sabbatical can be from a period of 6 months to a maximum of 12 months.

4. Reasons for a sabbatical

- 4.1 ASI will consider a range of reasons for sabbatical applications (subject to the restrictions set out in Section 5 below) but the following activities during the sabbatical will generally support the application:

- (i) Professional development purposes (such as pursuing additional professional qualifications or specialisation, further education, carrying out research, and publishing papers or books) that are directly relevant to ASI's core services;
- (ii) Voluntary work directly relevant to ASI's core services; and
- (iii) Opportunities for personal development including extended travel or international volunteering.

5. Restrictions during a sabbatical

- 5.1 The Employee may not at any time during their sabbatical carry out work in direct or indirect competition with ASI, provide services for one or more of ASI's clients or breach any other restrictive covenants of the employment contract without the prior written consent of the CEO.
- 5.2 Sanctions for breach of this clause shall be in accordance with the Employee's Employment Contract.

6. Applying for a sabbatical

- 6.1 Any request for a sabbatical should be made in writing with a cover letter and attaching the sabbatical application form as set out at Annex 1 to this policy. The cover letter and application form should be sent to the Employee's Line Manager and to the Head of HR by email. We strongly recommend that the Employee speaks to their Line Manager informally before submission of the application to outline the reason for the request, the proposed length of absence and to consider any impact on the team or workload.
- 6.2 Any request should be submitted at least five (5) weeks before the requested start date unless the Employee consider there to be exceptional circumstances as to why this timeline cannot be met. Such exceptional circumstances must be set out in the application.
- 6.3 The application will be considered in 2 stages:

Stage 1	Review and consideration by the Employee's Line Manager and the Head of HR against current and future departmental needs.
In the event the application is approved at Stage 1, it will proceed to Stage 2.	
Stage 2	<p>Review and consideration by the Executive Team (ET).</p> <p>The ET will review the cover letter and application form, current and future departmental needs and any other relevant factors to be determined by the ET from time to time. Below is a non-exhaustive list of factors that will be taken into account when considering an application:</p> <ul style="list-style-type: none"> • The purpose of the sabbatical • The period of absence requested • Performance record • Number and length of previous sabbaticals • Operational needs of ASI's business • ASI's ability to cover the Employee's duties on a temporary basis • Potential benefits to the Employee and ASI.

7 Outcome

- 7.1 Each application will be considered on its own merits and a decision to grant a sabbatical is entirely at the discretion of ASI.

- 7.2 ASI will try to respond within 14 days of receipt of the Employee's written application. The decision will be sent to the Employee by their Line Manager in writing.
- 7.3 Employees should not commit themselves to plans before their application for a sabbatical has been agreed by ASI in writing.
- 7.4 If the request has been declined ASI will explain the reasons for its decision.
- 7.5 There is no appeal against ASI's decision.

8 Sabbatical agreement

- 8.1 Where a sabbatical is approved, the Employee's contract of employment will be varied for the duration of the sabbatical. Line Managers should work with HR to finalise the details of the arrangement. The variation of employment terms must be signed by both the Employee and a director of ASI before the sabbatical commences and the date of the sabbatical will be postponed until this variation agreement is fully executed.
- 8.2 Employees will not continue to receive their salary, allowances (where applicable) or Priority Pass membership during a sabbatical. However, the Employee will continue to receive travel insurance and medical insurance if the Employee has this benefit at the time of the sabbatical application. In the event the Employee holds an ASI mobile phone and / or laptop, this equipment must be returned to IT before the commencement of the sabbatical. The Employee is entitled to retain their ASI mobile telephone number but ASI will not pay for line rental, telephone calls or data usage.

Additionally, employees are required to return their Credit Card and submit all expense claims with supporting documents on FocalPoint at least **four weeks** prior to the commencement of sabbatical leave and ensure all receipts are provided to Finance. It is in their interest that any outstanding balances are cleared, as any outstanding costs will be deducted from their final pay before the sabbatical leave.
- 8.3 On rare occasions the CEO, at his discretion only, may consider giving an Employee a small proportion of their salary for a fixed amount of time if either or both of the supporting grounds set out at 4 (i) or (ii) apply.

9 Conduct during sabbatical

- 9.1 The Employee continues to owe duties to ASI and must continue to abide by their employment contract and the ASI Code of Conduct during any sabbatical.
- 9.2 If at any stage during the sabbatical the circumstances vary from those set out in the Employee's sabbatical application, the Employee must notify ASI's HR team immediately. Failure to do so may constitute a disciplinary offence.
- 9.3 In some cases ASI may only be able to grant the sabbatical application on the condition that the Employee remains available to attend training courses or meetings to be updated on workplace developments or to visit the workplace on up to ten (10) keeping in touch days per year, to be pro-rated if the sabbatical is for less than a year. Where possible the Employee will be given at least 14 days' notice of any requirement to attend and these days will be paid at the rate of pay applicable.
- 9.4 The Employee must inform their Line Manager of any change of address or other contact or personal details during the sabbatical.
- 9.5 In the event that during an Employee's sabbatical the role from which they are absent is affected by reorganisation, restructuring or redundancy, ASI will make every possible effort to consult with the Employee as appropriate.

10 Recall notice

- 10.1 An Employee's Line Manager can at any time consider whether the length of the sabbatical is still suitable and can shorten or end a sabbatical if required by giving the Employee at least two month's written recall notice. The Employee will be given the opportunity of discussing this with their Line Manager before the recall notice is given.
- 10.2 The Line Manager shall take into account the wishes of the Employee but business needs may take precedence over these. If a recall notice is issued but the Employee does not wish to return to work, they should let their Line Manager know as soon as possible. If they fail to return to work on expiry of the recall notice their employment contract will end on the date of expiry of the recall notice.

11 Returning from sabbatical

- 11.1 ASI is committed, as far as is reasonably practicable, to offering an Employee the opportunity to return to the position held before the Employee went on sabbatical.
- 11.2 When approving a sabbatical application, ASI will agree when the Employee should make contact to confirm arrangements for return. This is likely to be two months before the Employee's due date to return.
- 11.3 ASI shall consider requests it receives for the Employee to return earlier than the agreed return date and has full discretion on the decision to accommodate such a request.
- 11.4 Should the Employee be unable to return to work on their return date they must contact HR and their Line Manager as soon as possible. If this is by reason of ill health, this contact should be made in accordance with ASI's Sickness Absence Policy.
- 11.5 If the Employee wishes to terminate their employment whilst on sabbatical, notice must be given in accordance with the terms of the Employee's contract of employment, unless otherwise varied and agreed by ASI.

Definitions

"ASI" means Adam Smith International Limited and any ASI Affiliate

"ASI Affiliate" means any entity or person, whether incorporated or not, that is controlled by or is under common control with ASI

"control" means the ability whether directly or indirectly to direct the affairs of another by means of ownership, contract or otherwise

"Employee" means any individual working for ASI under the terms of an employment contract

Annex 1
Sabbatical application form

Name	
Title	
Start date of continuous employment	
Requested start date of sabbatical	
Purpose of sabbatical	
Benefits to ASI of the sabbatical (if any)	
Proposed duration	
Alternative contact details during any sabbatical	
Details of previous sabbaticals taken whilst employed by ASI (including purpose and dates)	
Further comments	

Please enclose your cover letter with this form.

Signed:.....

Name:

Title:

Date: