



**SABBATICAL POLICY AND PROCEDURE**

**FEBRUARY 2023**

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**CONTENTS**

1. [Purpose](#)
2. [Scope](#)
3. [Status](#)
4. [Policy Owner](#)
5. [Policy](#)
6. [Procedure](#)
7. [Terms & Conditions during a Sabbatical](#)
  - 7.6 [Pension Arrangements](#)
  - 7.7 [NI Contributions](#)
  - 7.8 [Company Cars/Cash for Cars](#)
8. [Responsibilities](#)
  - 8.1 [Line Manager Responsibilities](#)
  - 8.2 [Employee Responsibilities](#)
9. [Records](#)
10. [Further Assistance](#)

## 1. PURPOSE

- 1.1 The Company acknowledges that individuals perform best when able to balance work with other aspects of their lives. The Company values the contribution that employees make to the success of the business and want to support the wider responsibilities that employees may have in their lives.
- 1.2 A sabbatical is a period of unpaid leave away from the workplace. This document informs employees and managers about the policy and ensures there is a consistency of interpretation and application across the Company.

## 2. SCOPE

- 2.1 This is a group level policy that applies to all employees of Anglian Water Group Limited, with the exception of Anglian Water (Ireland) Limited and Wave Limited (and their respective subsidiaries).

## 3. STATUS

- 3.1 This policy and procedure are subject to regular review by the Company and are updated as appropriate.

## 4. POLICY OWNER

- 4.1 Head of Employee Relations.

## 5. POLICY

- 5.1 The sabbatical scheme is a discretionary scheme and each case will be considered on its own merits.
- 5.2 An employee will be eligible to apply for a sabbatical provided they have one year's continuous service with Anglian Water.
- 5.3 Sabbaticals can be used by employees to provide 'time out', e.g.
- an extended vacation;
  - to undertake voluntary work; and/or
  - to pursue training/further education.
- 5.4 Employees should not use a sabbatical to undertake any other paid employment without the Company's prior consent.
- 5.5 It is Company policy to consider all applications for sabbaticals for those employees who meet the eligibility criteria in 5.2 above. Applications will be refused on business grounds only.
- 5.6 A sabbatical is a period of **unpaid** leave. The amount of unpaid leave can be any length of time between one month and six months. An employee is entitled to take a maximum sabbatical break period of six months for every five years of continuous employment. Therefore, an employee may take a number of months' unpaid break each year provided that the total of the breaks does not exceed six months in a five-year period.

- 5.7 If, in exceptional circumstances, a sabbatical is extended beyond six months, this would not be classed as a career break unless otherwise agreed between the employee and line manager and the career break procedure is followed. An employee may choose to extend their sabbatical by taking any outstanding annual leave owed to them at the start or end of the sabbatical period.
- 5.8 In addition to pay being stopped, some other terms and conditions of employment will cease during a sabbatical (see Section 7).
- 5.9 Employees who take a sabbatical are guaranteed to return to the same or similar position depending on the circumstances at the time.

## **6. PROCEDURE**

- 6.1 An eligible employee, wishing to take a sabbatical should submit their request to their Line Manager on Workday. Requests are made via Workday, by selecting Absence > Request Absence > Other Absence Types (Long Term) > Sabbatical Leave.
- 6.2 The Line Manager will meet with the employee to discuss their request and the implications of taking an unpaid sabbatical on their terms and conditions of employment.
- 6.3 The Line Manager will consider the request and communicate their decision to the employee.
- 6.4 The Line Manager will approve or decline the request on Workday. Requests will be refused on business grounds only. The employee will receive notification of the decision through Workday.

## **7. TERMS & CONDITIONS DURING A SABBATICAL**

- 7.1 Whilst on sabbatical, pay and contractual entitlements will be suspended from the effective date of the sabbatical. This includes accrual of annual leave and entitlement to company sick pay.
- 7.2 Whilst on sabbatical employees will be entitled to Employee Life Cover, Personal Accident and Private Healthcare benefits. Private Healthcare is a taxable benefit and Income Tax will still be due on this benefit during the sabbatical period - this will be collected from any tax rebates paid through Payroll during the employee's absence or will become payable when they return to work if no rebate due.
- 7.3 An employee's continuous service date will remain intact throughout the sabbatical break period although sabbatical related absence would not count as continuous service for the purposes of calculating service related benefits, e.g. redundancy.
- 7.4 Employees should contact PeopleSupport prior to making a decision about their sabbatical to understand the impact on any specific benefits they may have selected via Boost Benefits on Workday. In a number of cases all deductions for voluntary benefits and subscriptions cease during the period of the sabbatical and automatically recommence on the employee's return. However, some benefits that they have selected may need to be paid in full as outlined in the terms stated on Boost Benefits.

7.5 Loyalty Savings Scheme deductions will cease during a sabbatical. When the employee returns to work deductions can recommence if the employee notifies Payroll, in writing, within 14 days of their return to work, but there will be no entitlement to the bonus payment due at the end of the three year period as per the scheme rules.

#### 7.6 Pension Arrangements

7.6.1 Pension contributions will cease once an employee has no pay.

7.6.2 Employees can pay additional voluntary contributions by contacting the scheme administrators, Legal and General, during periods of absence. The Employer will not pay any contributions.

7.6.3 Employees are not eligible to join another pension scheme during a sabbatical.

#### 7.7 National Insurance Contributions

7.7.1 If an employee wishes to continue paying their NI contributions whilst they are on sabbatical, instruction on how to pay these directly are available from <https://www.gov.uk>. This is not arranged via payroll.

#### 7.8 Company Cars/Cash for Cars

7.8.1 Depending on the length of the sabbatical the following applies:

- Payments by the cash for cars scheme will stop during the period of the sabbatical.
- An employee with a business need /market need car - typically they will not retain their car during a sabbatical. Employees should speak with their line manager before the sabbatical to agree whether it would be appropriate to retain the company car for the sabbatical period, for example for a particularly short sabbatical or where there are extenuating circumstances to consider. Guidance should be taken from the relevant HRBP. Please note: the default position is that the car will be withdrawn.

## 8. **RESPONSIBILITIES**

### 8.1 Line Manager Responsibilities

8.1.1 During a sabbatical managers are expected:

- To act as a point of contact for the employee.
- To communicate with the employee on a regular basis.
- To ensure the employee receives regular information about the Company, including any potential re-organisation that may affect them and the type of post to which they may return after the sabbatical.
- Where there is a change in line manager, to inform the new line manager that they have an employee on a sabbatical. It is the new manager's responsibility to ensure communication continues.

### 8.2 Employee Responsibilities

8.2.1 During a sabbatical employees are expected:

- To keep in touch with the organisation on a regular basis.

- If wishing to return to work at an earlier date than originally agreed, the employee **must** provide their line manager with at least one month's notice of their intention to return. Where sufficient notice is not provided, the Company reserves the right to delay the employee's return to the date that was originally agreed.
- If wishing to terminate their employment with the Company, the employee **must** give the Company adequate notice, i.e. the notice period in their contract.

## 9. RECORDS

- 9.1 It is the Company's standard practice that all written correspondence will be sent by email to the employee's Company email account or to a verified personal email account or another secure company system. Where this is not possible, it will be sent by standard mail.
- 9.2 All information will be held on the employee's record in accordance with the Company's Data Retention [Policy](#).

## 10. FURTHER ASSISTANCE

Please contact your Employee Relations Manager or HR Business Partner for further assistance.

### LAST REVIEWED

February 2023