



Core Creative Education CIC

CCE031 Sabbatical Policy

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Introduction

This policy sets out Core Creative Education's policy in relation to sabbaticals, which usually last between **one month and 12 months**. During a sabbatical, your employment will continue but your right to salary and certain other benefits will be suspended.

If you wish instead to take a longer career break, the employment contract will be terminated.

This policy applies only to employees. It does not apply to agency workers, consultants, contractors, volunteers or casual workers.

Sabbaticals are granted at the absolute discretion of the Core Creative Education, and our decision is final.

You may wish to request a sabbatical for a variety of reasons, including:

- a) if you are a parent, to care for a child or children
- b) to care for a dependent relative;
- c) to undertake further education or training;
- d) to undertake charitable or voluntary work;
- e) to travel; or
- f) to pursue other interests.

If you are considering applying for a sabbatical, you should first discuss it with your line manager. If you decide to proceed, you should then follow the procedure set out below.

A sabbatical may not always be the most appropriate option for you to take time off work, for example you may be entitled to take some form of statutory leave. For further information, please speak to your line manager.

Eligibility

You are eligible to apply for a sabbatical if you are a full or part-time employee with at least 5 years' previous continuous service with the Company.

Sabbaticals may last between **2 months and 12 months**.

You should normally leave at least three years between sabbaticals or career breaks. The total period spent on sabbaticals or career breaks during your employment with us should not exceed **2 years**. We may apply higher or lower thresholds in exceptional circumstances.

The factors we will consider in deciding whether a sabbatical can be granted, and if so for how long, include:

- a) the operational needs of the business and the department/team in which you work, including the need to retain your skills, knowledge and experience;



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- b) the ability to manage your workload, customer and client relationships in your absence, including whether they can be managed by your colleagues or whether additional temporary staff will need to be employed;
- c) the length of the leave you have requested;
- d) whether any other staff are expected to be absent on a sabbatical or otherwise at the time you wish to take your leave;
- e) whether you have taken a sabbatical or career break previously;
- f) your length of service;
- g) the length of your remaining term of employment, if applicable (for example if you currently work on a fixed term contract or have already informed us of your intention to resign at a set date);
- h) the likelihood that your job (or a similar post) will be available on the date you would like to return; and
- i) the purpose of your sabbatical and any benefits for the Company that may arise as a result.

This list is non-exhaustive, and other considerations may be relevant depending on the circumstances.

Terms during the sabbatical

Company property including laptops, mobile phones, keys and any other items should be returned before the start of the sabbatical.

During a sabbatical, your contract of employment will continue. The time spent on sabbatical will count towards your period of continuous employment.

During a sabbatical you

- a) **will not be entitled to receive salary or pension contributions**
- b) may be entitled to statutory maternity, paternity, adoption, shared parental and parental leave in accordance with the relevant statutory provisions, however, your entitlement to statutory pay in relation to those forms of leave may be affected by the sabbatical.
- c) will not be entitled to any pay increases or bonuses awarded during their absence.
- d) will continue to be subject to all the other terms of employment which usually apply when you are at work such as your duties regarding confidential information, intellectual property and restrictions on your business activities and the giving of notice where applicable.
- e) *Employees remain bound by their ongoing duties of confidentiality, data protection and safeguarding in relation to any information obtained during their employment with CoRE.*
- f) are not permitted to undertake paid or unpaid work for any other employer, except by prior agreement with us.



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- g) may be asked to attend work for up to **2 days** during the sabbatical training or other required workplace meetings/events or to keep up to date with developments within the Company. These days will be paid at your usual rate.
- h) are required to stay in touch with us at least twice during your sabbatical and must provide up to date contact details to your line manager before you leave, during your sabbatical, and notify us of any changes during the sabbatical. We will keep you informed of any significant operational changes during your absence;
- i) are required to keep up to date with professional developments during your sabbatical and to maintain your professional subscriptions and memberships, where applicable, in the usual way, for which expenses will be reimbursed in the usual way;
- j) if a redundancy or reorganisation situation arises, you will be treated in the same way as if you were at work, including being invited to attend any group or individual consultation meetings.

Returning to work

While on sabbatical, you may request that the sabbatical be extended, provided the period as extended does not exceed **one year** in total.

At the end of the sabbatical and provided you have complied with the terms of this policy and your contract of employment applicable during the sabbatical, you will have the right to return to your old job, provided the sabbatical is of less than **two months**.

If your sabbatical is of **two months or more**, you will have the right to return to your old job if it still available; if there is no such role available on your return you may be offered any other suitable alternative employment. Core Creative Education will do it's best to ensure a role is available if the company is in a position to do so.

You must confirm your intention to return at least **8 weeks** before your expected return date. Provided you do so, we will notify you at **least 6 weeks** before your expected return date if your old role is not available and inform you of any alternative role being offered, including the terms applicable to the alternative role.

If you decide to resign during, or at the end of, the sabbatical you must give notice of resignation in the usual way.

Procedure

Once you have discussed your proposed sabbatical with us, you should complete the sabbatical application form, which is available from your line manager, and return it to us not less than **2 months** before you would like your sabbatical to start.

We aim to respond to applications within **2 weeks** of receipt. You should not make any plans or bookings until you have received confirmation that your sabbatical has been agreed.

There is no right of appeal if your application is refused.



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Signed: Alasdair Green, **Education manager**

Date: 3/7/2026