

Sabbatical Leave/Career Break Application

Should you wish to take a period of unpaid sabbatical leave to pursue any activities including; travel, training/education and/or other family circumstances which are not covered by our family friendly or extended leave policy, you may be granted a period of sabbatical leave in excess of the normal annual leave entitlement.

This leave will be unpaid and can be from 3 months up to a maximum of 18 months' induration.

There are certain factors to be considered when considering sabbatical leave requests:

- You should have at least 12 months' continuous service at the time of making the request
- Requests should be discussed and agreed with your line manager

Colleague Name:	
Payroll Number:	
Site:	
Role:	
Department:	
Line Manager:	
When do you wish your leave to start?	
When do you plan to return?	
Reason:	
I can confirm I have discussed and agreed this request with my line manager:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Signed:	
Date:	