

**CONSULTANT SABBATICAL LEAVE POLICY**

**APPLICATION AND APPROVAL GUIDLINES**

**1. Introduction**

This document sets out the NHS Greater Glasgow & Clyde Policy and procedure for consultant medical & dental staff in relation to Sabbatical Leave, in line with the Scottish Consultant Grade Terms and Conditions of Service PCS (DD) 2004/2 Section 7.4

NHS Greater Glasgow & Clyde (NHSGG&C) is committed to supporting Consultant staff with a policy for Sabbatical Leave as the organisation recognises clear benefits for both the individual and the service in the application of such a policy. The purpose of this document is to provide guidelines for Sabbatical Leave, including application and approval guidelines.

The basis for any proposed sabbatical will arise out of regular job plan reviews and/or appraisals and be subject to the agreement of the employer.

**2. Scope**

This policy applies to all Consultant medical & dental staff who have been substantively employed for a minimum of 7 years in the consultant grade.

As the purpose of the Sabbatical Leave is to contribute to professional, clinical or leadership development, it would not normally be expected to receive an application from a Consultant who is within 2 years of retiral.

**3. Definition**

3.1Sabbatical Leave is a period of leavewhich may be granted to staff to pursue educational and developmental undertakings, such as research or other appropriate study away from the usual workplace, which links to an individual’s Personal Development Plan and career development and more widely the Board and NHS.

3.2 Sabbatical Leave is intended for the following:

* Consultants may wish to enrich and refresh their practice, improve their skills or may be looking towards service development
* Pursue a project which is in the interests of NHSGG&C and contributes to continuing professional, clinical or leadership development
* Educational sabbatical leave which would strengthen the individual’s clinical practice, or which can lead to or contribute to service improvement or development
* Some consultants may wish to use this time to give their full attention to a piece of work (for example, academic work) which they are otherwise unable to complete without the sessional time allotted

**4. Eligibility**

4.1 Sabbatical leave has clear benefits for the individual and the service, enabling a period of development and refreshment. It will be granted where it can be demonstrated that the consultant proposes to use the leave for furtherance of a project that is in the interests of the NHS and contributes to their continuing professional, clinical or leadership development

4.2 There are 3 options available to a Consultant applying for Sabbatical Leave: -

1. After 7 years service in the Consultant grade, a Consultant will be eligible to apply

 for one period of Sabbatical Leave of up to 6 weeks

**OR**

1. After 7 years service in the Consultant grade, a Consultant will be eligible to apply for up to 12 months of unpaid Sabbatical Leave

**OR**

1. After 10 years service in the Consultant grade, a Consultant will be eligible to apply for up to 3 months Sabbatical Leave.

4.3 Sabbatical leave may be granted with pay if it fits criteria identified in para 3.2 above. If granted with pay, no further period of paid sabbatical leave will be granted until retirement.

4.4 The paid period of 6 weeks/3 months may be extended by a further unpaid period at the discretion of NHSGG&C. This extension would not normally exceed 3 months. When making the request the Consultant should demonstrate how para 3.2 continues to apply.

4.5 Sabbatical leave may be granted without pay in circumstances other than those set out in para 3.2 above at the discretion of NHSGG&C. This could be for example, working in a different hospital, or a secondment where payment is made by a third party

4.6 When sabbatical leave has been granted without pay, NHSGG&C will only in exceptional circumstancesgrant further periods of sabbatical leave. No consideration will be given unless a minimum of 7 years has elapsed since the first period.

4.7 All employment rights will be preserved during paid periods of Sabbatical Leave. Extension to that period will be subject to individual discussion about the impact of employment rights depending on the length of the extension.

4.8 Superannuation contributions will continue to be deducted on a monthly basis during a period of paid sabbatical leave. Where the sabbatical leave has been unpaid (provided less than 1 year) superannuation contributions will be deducted from pay after the consultant returns to work over a corresponding period.

**5. Application & Approval**

5.1 The application should be submitted a minimum of 6 months prior to the intended date of leave to be taken.

5.2 Prior to submitting an application the consultant should ensure that their appraisal is up to date, their annual Job Plan has been signed off and that they are up to date with all Statutory and Mandatory Training

5.3 A consultant should apply for sabbatical leave, by completing the application form contained in Appendix 1. The application form along with the individual’s job plan and copy of their PDP (from their annual appraisal documentation), should be sent to the Chief of Medicine or equivalent medical manager in HSCP.

5.4 The applicant should provide details of any travel and/or accommodation expenses they anticipate may incur.  NHSGG&C has discretion to meet these in part or in full and once authorised by the Chief of Medicine or equivalent medical manager in HSCP, the applicant should submit the necessary Expenses Form for the agreed amount’

5.5 Once the Chief of Medicine or equivalent medical manager in HSCP receives the application they should review and ensure that:-

* the application is in keeping with the intended purposes outlined in *Section 3.2* *above*
* the application fulfils the required eligibility criteria as outlined in *Section 4* *above*
* that suitable cover can be arranged

5.6 Where an application is successful the Chief of Medicine or equivalent medical manager in HSCP will notify the consultant within one month of receipt of the application.

5.7 Where an application for Sabbatical Leave has been rejected, a period of 12 months must elapse before a further application can be made.

5.8 If the leave is rejected, the applicant will be informed in writing of the reasons for thedecision. As with other Policies, individuals will have a right to use the organisation’s Grievance and Disputes Procedures.

5.9 Where final approval has been granted for a Sabbatical Leave application, the applicant must proceed to undertake the Sabbatical Leave programme within twelve months of the final approval date. Where the Sabbatical Leave is not taken within this twelve month timeframe, approval will be deemed to have lapsed, and a new leave application will be required to be submitted to the Chief of Medicine or equivalent medical manager in HSCP.

**6. Return to work**

6.1 The date of return to work will have been agreed with the Chief of Medicine or equivalent medical manager in HSCP before the sabbatical leave commences

6.2 If an extension to the sabbatical period is requested, this must be made at least six weeks prior to the original sabbatical period ending to allow appropriate cover arrangements to be maintained/agreed.

6.3 Should a consultant wish to return earlier than the agreed date they should notify their Chief of Medicine or equivalent medical manager in HSCP in writing as soon as possible and preferably at least six weeks before they wish to return. Every effort will be made to accommodate the request, subject to the needs of the service.

6.4 NHSGG&C will consult with the applicant if, at any time during the course of the Sabbatical Leave, organisational changes occur which have implications for their post.

6.5 A written report would be expected within 2 months of the sabbatical period ending and arrangements put in place to inform the department, service and NHSGG&C of the educational, training and experiential gains of the sabbatical period.

7. **INTERNAL AUDIT**

7.1 An annual audit of applications will be undertaken to ensure a fair and consistent approach in processing Sabbatical Leave applications across the Board.

**Appendix 1**

**NHS GREATER GLASGOW & CLYDE**

**SABBATICAL LEAVE – APPLICATION TEMPLATE**

**Part 1 - To be completed by Applicant**

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| --- |
| **Personal Details**Name:Job Title:Sector/Directorate/Partnership:Date of commencement to grade:Job Plan attached: YES/NOAnnual Appraisal complete and copy of PDP attached: YES/NOStatutory & Mandatory Training completed: YES/NO |

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| --- |
| **Details of Sabbatical Leave**Requested period of sabbatical leave:-From: To:Name of Organisation:Address:Tel No:Contact Details: |

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| --- |
| **Costs of Sabbatical Leave**I would like to request a period of paid leave for purposes of sabbatical Yes/NoIf unpaid leave, are your salary costs been paid by a third party Yes/NoName of third party: (*if applicable*)Please indicate any anticipated expenses which you are applying for during this sabbatical:- 1. Travel
2. Subsistence
3. Accommodation

I would propose my post is covered in the following way during my sabbatical leave i.e. clinically, other duties e.g. teaching, appraiser:- |

|  |
| --- |
| **Details of Sabbatical Leave**Please detail below:-1. Content of proposed Sabbatical Leave:
2. Resulting benefits to the service e.g. service change, enhanced patient care etc:
3. Resulting benefits to you:
4. Action(s) on return from sabbatical leave including education, implementation and/or development, publication in journal, presentation at national or international meeting:

\*\*\*\*\*\*A full programme or itinerary must be attached with the application\*\*\*\*\*\*\*\* |

**PART 2 – To be completed by Chief of Medicine**

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| --- |
| Date application received:Has the proposal for sabbatical leave been discussed at annual appraisal and considered in the annual job plan review: Yes/NoDoes the application support service plans: Yes/NoArrangement for cover agreed: Yes/NoDetails of cover i.e. Locum, colleagues:Application approved: Yes/NoIf, NO, please state reasons why:Name (Printed):Designation:Date: |
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**PART 3 – To be completed by Director**

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| Financial Assistance Approved Yes/NoIf Yes, are expenses met in part or FullName (Printed):Designation:Date: |



The attached Consultant Sabbatical Leave Policy has been consulted with and communicated to the members of the Medical and Dental Partnership Forum.

The guidelines contained herein are agreed and therefore represent the policy of NHS Greater Glasgow & Clyde.

Signed:

 

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Anne MacPherson Morag Gorrie/Richard Levin

Director of HR & OD LN Representatives

Joint Chair – MDPF Joint Chair - MDPF



Jennifer L Armstrong

Board Medical Director

Date Effective: 01/05/2021

Review Date: 2 years