

## **POLICY STATEMENT ON STAFF SABBATICALS AND EXCHANGES**

**Definition:** *'Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is best practice and is to be adhered to unless non-compliance can be justified.*

### **POLICY**

1. The Governors support sabbaticals and exchanges for all staff as being important both for personal career development and for the benefit of Bishop Wordsworth's School (the School).

### **PROCEDURE**

2. The Governors' Pay and Staffing Committee will consider all applications for sabbaticals and exchanges each November/December. Therefore, applications for the calendar year should be made at least twelve months in advance and, for the academic year, at least ten months in advance.

3. A letter giving full details and reasons for the application is to be sent to the Head at least 2 weeks before the Pay and Staffing Committee meeting.

4. The staff member has the right to return to the same position and pay point provided they return on the date agreed when the sabbatical or exchange was authorised.

5. The durations of sabbaticals and exchanges are flexible with each application being considered on its merits.

6. On return, the staff member is to produce a brief report for Governors outlining the benefits of, and their reaction to, their sabbatical or exchange.

### **CRITERIA**

7. Applications will only be approved if they are of benefit to the School, advance the staff member's personal development and are not to the detriment of the pupils.

8. Sabbaticals and exchanges should be self-financing.

9. It is unlikely that more than one request from a member of staff for an extended sabbatical or exchange will be approved in any seven year period.

10. Normally not more than one staff member will be authorised to be absent on a sabbatical or exchange at the same time.

### **MONITORING**

11. This Policy is to be monitored by the Staff Development Co-ordinator working with the Head and the Leadership Team.

### **EVALUATION**

12. This Policy will be reviewed annually by the Governors' Pay and Staffing Committee.

13. This Policy was adopted by Governors in January 1994 and reviewed in (dates in brackets indicates no change) 02.95, 12.95, 12.96, 12.97 17.6.98, 9.12.98, 29.6.99, 21.6.00, 8.2.01, 26.2.02, 1.7.03, 22.11.05. (5.10.06), 9.10.07, (25.11.08), (26.11.09), (23.11.10), 29.09.11, (27.11.12), (26.11.13), (12.11.14, 17.11.15), (10.11.16), (07.11.17), 13.11.18