

Sabbatical Leave Policy Consultant Medical Staff

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REVIEW DATES AND DETAILS OF CHANGES MADE DURING THE REVIEW

Minor administrative changes for example updated job titles, deletion of duplicate sentences.

KEY WORDS

Sabbatical, leave, policy, consultant, medical, staff, sabbatical leave policy, medical staff sabbatical leave policy

1 INTRODUCTION AND OVERVIEW

- 1.1 This document sets out the University Hospitals of Leicester policy and procedure for consultant medical staff in relation to provisions for special leave known as Sabbatical Leave which are in line with the National Consultant's terms and conditions, (Schedule 18, paragraph 17):-

“A consultant may apply for sabbatical leave in accordance with the employing organisation's current arrangements. Any proposal for sabbatical leave should be made before the annual appraisal and considered in the annual Job Plan review”.

- 1.2 Sabbatical Leave at UHL is not an entitlement and is discretionary as outlined within the remit of this policy. 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. The needs of the service must be considered in determining when and how a sabbatical is undertaken which could limit the number of sabbaticals allowed at any one time in a specific service. However, the timing and nature must also reflect the appropriate stage in the career and the particular interests of the consultant.

2 POLICY SCOPE –WHO THE POLICY APPLIES TO AND ANY SPECIFIC EXCLUSIONS

- 2.1 This policy applies to Consultant Medical Staff employed by the Trust.

3 DEFINITIONS AND ABBREVIATIONS

- 3.1 Sabbatical Leave is a period of leave which 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 the individual's Personal Development Plan and career development and more widely to the Trust and NHS.

4 ROLES

4.1 Chief People Officer and Medical Director

The Chief Executive has nominated the Chief People Officer and the Medical Director as having lead responsibility for advising on and leading the process of Sabbatical Leave applications for Consultant Medical Staff within the organisation.

4.2 The CMG Clinical Directors

The CMG Clinical Directors are responsible for implementing this policy and ensuring that applications are reviewed and approved in line with the specified requirements.

4.3 Consultant Medical Staff

Consultant Medical Staff wishing to apply for Sabbatical Leave must ensure that they comply with the Policy requirements before, during and after a period of approved leave.

5 POLICY IMPLEMENTATION AND ASSOCIATED DOCUMENTS

5.1 Sabbatical Leave is intended for the following:

Consultants who wish to enrich and refresh their practice, improve their skills or who may be considering service development.

Educational Sabbatical Leave which would strengthen the individual's clinical practice or which can lead and/or contribute to service improvements and/or developments.

To allow the consultant to undertake a piece of work (for example, academic work).

Applications will be considered from all consultant staff who:

- 5.2 Usually have a minimum of 5 years' service in their current post as a consultant or honorary consultant employed by the Trust Where a consultant does not meet this criterion a discussion should take place with the CMG Clinical Director and Medical Director regarding their request taking into account the details of the sabbatical. .
- 5.3 Have taken appropriate study leave entitlement and be up-to-date with statutory and mandatory training requirements in the previous three financial year periods in line with the Senior Medical Staff Study Leave Policy.
- 5.4 Commit to remaining employed at the Trust for two years following the return from sabbatical leave.
- 5.5 Are employed under a contract of employment or honorary contract for the majority of their working time at University Hospitals of Leicester NHS Trust (over 50% of their job plan time).
- 5.6 Have clear evidence of a tangible and measurable outcome of the sabbatical that will:

- Enhance the Trust's reputation
- Strengthen an individual's credibility and research standing & Enhance and improve patient care
- Be suitable for publication (in the case of researchers) or can be the subject of a report which can be shared within the Trust
- Improve national/international networks and collaborative working.

5.7 Discussion with the CMG Medical Director must be held prior to any application for leave, if the Consultant is part way through a course that UHL have supported and that will not be completed before the proposed Sabbatical is commenced.

Applications will need to demonstrate:

5.8 A fit with the research strategy (if the sabbatical leave is research based) of the Trust or professional discipline

5.9 A clear and quantifiable statement of purpose.

5.10 Why the work cannot be carried out under self-managed activity time.

5.11 Personal benefits in research development terms for the applicant.

5.12 Where applicable, Ethics Committee approval and support.

5.13 Opportunities to learn and develop not related to academic pursuits

5.14 Benefits in the lifelong development of the individual and more widely to the Trust and NHS.

5.15 Links to the individual's Personal Development Plan and career development.

5.16 At the conclusion of the sabbatical Leave, consultants will be required to submit a written report, interim or final, to their line manager within three weeks of their return. This will show how objectives have been met and include recommendations as to how outcomes can be applied to practice and shared within the Trust.

Financial and Contract of Employment Arrangements

5.17 Sabbatical leave may be taken on full pay, part pay or no pay subject to individual negotiation with the Trust. Paid sabbatical leave will only be given if clear and tangible evidence of benefits to the Trust can be demonstrated. The payment made will be subject to the financial position of the Trust, the application for the leave and impact on the service.

5.18 Where full or part pay is sought, the applicant must declare all expected earnings during the Sabbatical Leave.

5.19 The Sabbatical Leave period is usually for a minimum of three months and up to

a maximum of six months. Consideration will be given to allowing Consultants who wish to take their annual leave as a block either at the start or end of their sabbatical leave period.

- 5.20 Where earnings or bursaries are made the Trust may reduce pay so that the total income is not more than if the staff member had continued in normal service.
- 5.21 The general principle is that the individual continues in the employment of the Trust and shall not benefit from additional earnings for time away from the principal job.
- 5.22 Where the individual is on no pay or part pay, national insurance and superannuation contributions will not be made by the Trust or will be proportionately reduced and the individual will be advised how to make arrangements for continuity of pension contributions.

Procedure for applying for sabbatical leave

- 5.23 The following procedure has been accepted by the Medical Local Negotiating Committee. If CMG Clinical Directors wish to apply for Sabbatical Leave the process will be led by the Medical Director with adjustments, as appropriate, to the process below.
- 5.24 Consultants wishing to apply should self-nominate by submitting an application (see format at Appendix 1). Eligibility under sections five and six will be assessed on receipt of applications. There should be a minimum of 6 months between the application and start date of sabbatical leave.
- 5.25 All applications should be discussed as part of the annual appraisal and personal development plan discussions. Discussions should also form part of the annual job plan review. Sabbatical Leave must be requested through the Consultant Job Planner system.
- 5.26 Consultants should submit a completed application to their CMG Clinical Director for comments and endorsements as appropriate. It is envisaged that CMG Clinical Directors will, if necessary, liaise with the Medical Director at this point and any other appropriate staff. If CMG Clinical Directors wish to apply, the completed form should be sent directly to the Medical Director.
- 5.27 Applications should then be forwarded by the CMG Clinical Director to the Chief People Officer and Medical Director (if not already received).
- 5.28 A panel comprising the Medical Director, the Consultant's CMG Clinical Director, and the Chief People Officer will then consider the application. The consultant may be asked to present their submission to the panel. If required, the panel will meet within 1 month of receipt by the Chief People Officer
- 5.29 Decisions by this panel will receive final ratification for the Chief Executive, which will be dependent upon the Trust's financial position in any given year.

If agreement is obtained, a Sabbatical Leave Agreement Letter will be discussed and agreed with the consultant(s) and their CMG Clinical Director.

5.30 The period of leave may be delayed until adequate cover arrangements are made.

5.31 In the event that the consultant wishes to return earlier than the agreed date they should notify their CMG Clinical Director in writing as soon as possible and preferably at least one month before they wish to return. Every effort will be made to accommodate the request, subject to the needs of the service.

6 EDUCATION AND TRAINING REQUIREMENTS

The policy will be implemented via People Partners /Heads of People Services and HR Leads, and support will be provided to managers as required.

The policy is available on INsite.

7 PROCESS FOR MONITORING COMPLIANCE

7.1 Once a decision has been made the manager should retain the application form and all associated correspondence in the individual's personal file.

Policy Monitoring Table

Element to be monitored	Lead	Tool	Frequency	Reporting arrangements Who or what committee will the completed report go to.
Policy process needs monitoring	People Services through advice on each application	The application process	Each time there is an application it is monitored	Each application is approved by panel and CE
Correct completion of application documentation	People Partner / Head of People Services/CMG Clinical Director	Audit of completed applications	Each time there is an application it is monitored	Medical Director/Chief People Officer
Decision panel functioning correctly?	People Services	Audit of supporting evidence and documentation of panel decisions	Each time there is an application it is monitored	Each application is approved by panel and CE.

Applications discussed at appraisal and form part of PDP	People partners to check discussion takes place at Appraisals	Documented as per application	Each time there is an application it is monitored	Medical Director/Chief People Officer
Sabbatical Completion report received?	CMG Clinical Director	Report references objectives & recommendations	Each time a Sabbatical is completed it is monitored	Medical director

8 EQUALITY IMPACT ASSESSMENT

- 8.1 The Trust recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs,
- 8.2 As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.

9 SUPPORTING REFERENCES, EVIDENCE BASE AND RELATED POLICIES

- 9.1 National Consultant Terms & Conditions

10 PROCESS FOR VERSION CONTROL, DOCUMENT ARCHIVING AND REVIEW

- 10.1 This document will be uploaded onto SharePoint and available for access by Staff through INsite. It will be stored and archived through this system

APPENDIX 1

University Hospitals of Leicester NHS Trust

Sabbatical Leave – Application Template

1. Personal Details

- (i) Name:
- (ii) Job Title:
- (iii) Directorate/Clinical Management Group and Specialty
- (iv) Date of commencement in current post:
- (v) I *have/have not taken my full annual leave entitlement in the previous 3 year period (*Please delete as appropriate)
- (vi) Details of study leave taken in previous 3 year period

- (vii) Details of confirmation that majority of working time is employed University Hospitals of Leicester NHS Trust

2. The aims and objectives of the Sabbatical Leave

3. Specific details of the Sabbatical Leave

To include: Venue, timescales (Up to 6 months), cover arrangements required for position and cost thereof

4. Specific details regarding the outputs of the Sabbatical and how these will enhance patient care at UHL

5. Action on return from Sabbatical Leave

To include: plan for education, implementation and/or development on return including the identification of any additional resources which would be required.

Job Plan Attached Yes/No

Personal Development Plan Attached Yes/No
(section 8.3...applications should be discussed as part the annual appraisal and personal development plan)

I understand that I am committing to remain with University Hospitals Leicester for two years on my return from Sabbatical.

The completed application should be forwarded to your CMG Clinical Director and other appropriate staff for their comments/endorsements.

Applicant

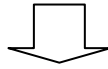
Signed:

Date:

APPENDIX 2

Sabbatical Leave Flowchart

Step 1 Application template to be completed by applicant and submitted to the CMG Clinical Director.



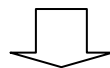
Evidence required:

- Employed by UHL for a minimum of 5 years' service (including Hon Contract holders).
- Study leave entitlement has been taken and that the consultant is up-to-date with statutory and mandatory training requirements) in the previous three financial years.
- That the sabbatical will:
 - enhance the Trust's reputation.
 - Strengthen an individual's credibility and research standing.
 - Enhance and improve patient care.
 - Be suitable for publication (in the case of researchers) or can be subject of a report which can be shared with the Trust.
 - Improves national/international networks and collaborative working.

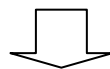
Step 2 Consideration by the CMG Clinical Director – discussed as part of annual job plan review.

Considerations required include that there is/are:

- A fit with research strategy (if research based) or applicant's professional discipline.
- A clear and quantifiable statement of purpose.
- An acceptable reason why the work cannot be carried out under self-managed activity time.
- Defined personal benefits in research development terms to the applicant.
- Ethics Committee approval and support.
- Defined opportunities to learn and develop not related to academic pursuits.
- Defined benefits in the lifelong development of the individual and more widely to the Trust and NHS.
- Links to the individual's personal development plan and career development.



Step 3 Application forwarded from CMG Clinical Director to Medical Director (if research linked to Associate Director Research and Development) and the Chief People Officer for consideration/ approval of all the relevant parties.



Step 4 Final ratification is considered by the Chief Executive.

Step 5 Following consideration, if approved, a sabbatical leave agreement letter will be sent for signature by applicant and CMG Clinical Director.

(If approved – a commitment to remain employed at the Trust for two years following return from sabbatical leave)