

Sabbatical leave policy

At Charlie, we want to thank those who have been with us for a longer period of time. We have a sabbatical policy to show our appreciation for these people, and give them the opportunity to have that once in a lifetime experience.

1. How much time can I take off?

- We offer 1 month paid leave when you've been with us for more than 3.5 years.
- You'll be paid 50% of your salary.
- You can also add 5 days holiday on manually on top of your booked off sabbatical.
- You can only take a sabbatical once every 3.5 years.

2. Will my sabbatical include bank or public holidays?

- Yes, your sabbatical is always 1 month long.
- If any bank or public holidays fall during your sabbatical, they will not be added on as extra days.

3. What should I do if I'm planning to take a sabbatical?

- If you'd like to request sabbatical leave, we ask that you give your line manager at least 6 months notice.
- You should also let the rest of the company know with 3 months to go.

4. How do I book it off?

- Once it's been approved by your line manager, you can book sabbatical leave off on Charlie.
- Holiday is not accrued so we will manually deduct 2 days from your holiday allowance.

5. When can't I book my sabbatical?

- To make sure we keep momentum in the company, we will limit the number of people on sabbatical leave to one at a time.

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