Sabbatical policy template

Try Charlie for free

Charlie's sabbatical policy

At Charlie, we believe in balance. Whilst we want work to be an important, rewarding part of your life, we strongly believe that it shouldn't be your whole life! We've introduced our sabbatical policy as a "thank you" for your time at Charlie.

We want you to take the time to go out and experience new things — and come back to us feeling like you can give your team, your work and the business the very best of you.

Our HR Advice team can help you create a sabbatical policy that is right for your business.

Book a call

How much time can I take off?

- We offer one 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 manually add five days holiday on top of your booked off sabbatical.

- You can only take a sabbatical once every 3.5 years.

Will my sabbatical include bank or public holidays?

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

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 six months' notice.

- You should also let the rest of the company know with three months' notice.

Why did we decide to offer 50% salary pay?

Many companies offer longer but unpaid sabbaticals. We decided to offer 50% pay to make sure everyone, including junior team members, felt comfortable taking this time. This way, we can strike a balance between people's needs and what is commercially viable for the business.

How do I book it off?

- Once it's been approved by your line manager, you can book sabbatical leave on Charlie.

- Holiday is not accrued so we will manually deduct two days from your holiday allowance.

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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