



# Sabbatical and career break policy

We encourage creativity, so if you want to explore we can support you.

A sabbatical or career break is a great way to take time out to do something you love, like travelling or pursuing a personal interest, without having to leave a job you love.

## Am I eligible?

You can request a sabbatical or career break if you have over two years' service. It's unpaid and can be taken for a minimum of four weeks and a maximum of 12 months, though this will be on a strictly discretionary basis. Your manager will discuss your request with you, and whether it's agreed and for how long will always be at their discretion, taking into account the operational needs of your business area.

## Things to consider - your benefits

### Holiday

You'll need to take any unused holiday before you go on sabbatical and you'll only accrue statutory holiday while you're away. You'll need to take any outstanding holiday before the end of the relevant holiday year.

### Pay increase

Any ITV pay increase will be applied when you get back and will be effective from the date you return.

### Pension

The impact on your pension will depend on the scheme you're in. Speak to the Pensions team for more information, by emailing, [enquiries@itv-pensions.com](mailto:enquiries@itv-pensions.com) or calling them on, 01772 884488.

### Life assurance

Cover will continue while you are on sabbatical leave.

### Bonus

Any bonus payment will be prorated to take into account the period of unpaid sabbatical leave.

### Save as you earn (SAYE)

You can join or stay in the scheme as long as you remain employed by ITV.

To find out how a sabbatical will affect your Relish benefits, please go to <http://www.itvrelish.com/> and take a look at the FAQs section of the relevant benefit pages.

## Other points to consider

Your job will be open for you to come back to, unless there are any changes to the business that may affect your role, in which case you'll be notified as soon as possible. If you decide not to come back you'll need to hand in your notice in writing.

The terms and conditions in your contract of employment will still apply.

When you return from your sabbatical, all the terms in your contract will resume with no loss of continuity of service.

You can't work for a third party while you're on sabbatical unless it's been agreed with your manager beforehand, which will only be in exceptional circumstances. Any restrictive covenants set out in your employment contract will still apply.

You will need to return all of your ITV equipment, software and information to TechZone on or before your last working day prior to your sabbatical starting.

Try to keep in touch with your line manager, even if it's just a monthly email to let them know how you're getting on. Also, give them your contact details before you go so they can contact you while you're away if they need to.

You'll also be able to keep your login so you can still access My ITV.

## How to request

Have a conversation with your manager about your request. Managers should look at requests on a case-by-case basis and consider how your work and responsibilities will be covered while you're off and the impact of you being away. You will also need to think about what will happen when you return.

You or your manager should email Head of HR/HR Business Partner and HR Services, copying in each other, telling them what's been agreed.

HR Services will get in touch with you to ensure you are clear on what will happen to your pay and benefits while you are away from work.

If you have any questions about this policy, please contact your divisional HR Services team.