



## Policy on leave of absence, study leave and other forms of leave

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Full details of the procedures applying to the various forms of leave that may be taken by members of staff are given on the HR website. This policy outlines the implications for Heads of Schools.

### 1. Implications for Heads of Schools

- 1.1.1. Leave of absence has now been defined as absence on part-pay or no pay (normally for no more than two years).
- 1.1.2. Study leave is granted on full pay, with maintenance of normal arrangements for superannuation contributions.
- 1.1.3. The School will not normally remain liable for the employer's superannuation contributions while a member of staff takes leave of absence. If however either the host institution is prepared to meet the employer's contributions (a possibility that should be actively explored) or the member of staff will enjoy a level of remuneration while absent that will enable him/her to pay the employer's contribution, as well as the employee's, without financial embarrassment, the University can seek to secure payment of the employer's contributions through such means. Heads of Schools are invited to discuss such possibilities with the member of staff seeking leave of absence and to contact the Director of Human Resources or their link Human Resources Manager for information or advice in this connection as necessary.
- 1.1.4. It is possible, in exceptional cases, to grant leave of absence, or an extension of such leave, on condition that the individual repays the employer's contributions in whole or part if he/she does not return at the end of the due period. Such conditions would be laid down by Human Resources in consultation with the head of the school in the light of the nature and circumstances of the individual case.
- 1.1.5. The employee's contributions to the superannuation scheme will normally be the individual's responsibility during leave of absence. Such contributions will usually, but not invariably, be paid by the school on behalf of the member of staff in the first instance and retrieved at intervals from the individual, to be credited to the appropriate school account. The Head of School may however waive the requirement for the repayment by the member of staff of his/her employee's contributions.
- 1.1.6. A convincing case must be made to the head of school on the part of any member of staff applying for leave of absence or for study leave.

- 1.1.7. On completion of a period of study leave, the member of staff is required to submit a report on the work undertaken.
- 1.1.8. Heads of School will wish to consult relevant senior colleagues before recommending either leave of absence or study leave so that full consideration can be given to the impact of the proposals on the workload of colleagues and on school research and teaching plans.
- 1.1.9. It is a good idea for schools to have agreed guidelines on the criteria for granting study leave.
- 1.1.10. In the event of it being necessary to seek a temporary replacement for a member of staff on leave of absence, the Dean of Faculty should be approached in the normal way, with an indication being given of the proportion of full employment costs being saved in each such instance, i.e. continued superannuation payments will not constitute a saving.
- 1.1.11. All applications for leave of absence or study leave (but not casual leave) should be directed to Human Resources through the Head of School.
- 1.1.12. Schools may, if they wish, establish rotas for study leave stretching some years ahead. This does not however imply that study leave should be granted automatically when the individual's 'slot' in the rota is due. It will still be necessary at that stage for the Head of School to be convinced that the leave will be used to good effect.
- 1.1.13. Partial relief from normal duties for a particular purpose is no longer classified as 'study leave' and can be approved by the Head of School in consultation with senior colleagues.
- 1.1.14. Casual leave, e.g. to attend conferences, examine overseas, etc., is approved and recorded within the School and does not need to be reported to Human Resources (except where it is the Head of School him/herself who is taking such leave, in which case he/she should nominate someone to act in his/her absence and, if the absence is to be for a month or more out of term, or a fortnight or more in term, the Director of Human Resources should be advised of the name; otherwise it is sufficient for the School secretary to be aware of who is the point of contact for the Administration).
- 1.1.15. For staff funded by Research Council grants, the funding body will normally contribute towards the cost of replacement staff to cover the duties of members of staff who are on maternity leave. In the case of other externally funded posts Schools should approach the funding body for assistance in the first instance.
- 1.1.16. Heads of Schools are expected to respond sensitively to situations of urgent domestic distress (death or illness of relations or other dependants) by the granting of compassionate leave.
- 1.2. Queries in connection with any category of leave should be directed to the Director of Human Resources or your link Human Resources Manager. See also the HR website or the Work-life balance policy for details of leave in connection with Maternity, Paternity or Adoption, Leave for Family Responsibilities and Leave for Cancer Screening.