

## CONDITIONS OF EMPLOYMENT GOVERNING ACADEMIC AND RELATED STAFF

### APPENDIX 1: LEAVE AND SECONDMENT

#### Leave of Absence

1. Leave of absence may be granted to members of the Academic Teaching Staff for a specific assignment such as working temporarily on public service; or working for an international organisation; or holding a visiting fellowship or teaching appointment outside the University; or for similar purposes.
2. During the vacations Academic Teaching Staff may be absent from the University subject to the requirements of School duties prescribed by the Head of School and subject to the obligation to obtain permission under the current arrangements before engaging in outside work. A member of staff absent from the University during vacation is required to provide the Head of School with a forwarding address.
3. During term, leave of absence up to a total of 14 days may be granted to members of the Academic Teaching Staff by Heads of School. Application for leave of absence for a longer period during term should be submitted through the Head of School to the Head of College or, in the case of a Head of School or Department, directly to the Head of College for approval. Details of the full period of absence including periods occurring during the vacation should be given.
4. Members of the Research Staff may be granted leave of absence by their Head of School for the purpose of attending learned conferences or for any other appropriate reason.
5. Leave of absence may be granted by the Head of College or Registrar and Secretary, as appropriate, to members of the Academic Information Services Staff and Administrative and Other Academic Related staff for an appropriate reason.
6. The amount of salary and other expenses, if any, to be paid by the University to members of staff during leave of absence will be determined by the Head of College or the Registrar and Secretary, as appropriate in consultation with the Director of Human Resources on the general principle that the members of staff concerned, as a result of action by the University, should not be financially worse off or be appreciably better off than if they had remained in post. In examining each case on its merits, account will be taken of the following factors:
  - a. the value of the fellowship, or the emolument of the post, to be taken up;
  - b. whether travelling expenses are provided;
  - c. whether the expense of house and family or other domestic commitments has to be maintained during absence.
  - d. the cost of living in the country in which the leave will be spent.
7. Salaries in respect of earnings during the long vacation will not normally be adjusted but in the case of such employment being continuous with the term before or after the long vacation, any adjustment in respect of such term may take account of the earnings over the whole period.

#### Study Leave

8. Heads of School and Department will encourage teaching staff in their School or Department to take Study Leave. An application for Study Leave will be submitted to the Head of School or, in the case of a multi Department School, through the Head of Department to the Head of School who will take a decision in consultation with the member of staff concerned and other members of the School as appropriate.

9. A member of the teaching staff may be granted one term's Study Leave by the Head of School after the completion of a minimum of three years' service in a teaching post in the University. The term, for the purpose of Study Leave, is taken to include adjacent vacations. Permission to take Study Leave during the Summer Term will be subject to appropriate arrangements for marking and examinations.
10. After an initial period of Study Leave granted under sub-section 2 above, further Study Leave may be granted only at the rate of one term after completion of each further three-year period of service. Every effort will be made to allow for any postponements of a period of Study Leave occasioned by illness or any other appropriate cause.
11. Study Leave for periods longer than one term will only be allowed in justified circumstances. Applications for longer periods of Study Leave should be accompanied by appropriate supporting documents.
12. The full salary of a member of staff on Study Leave and the University's contribution to superannuation and National Insurance will normally be paid.
13. A limited contribution towards travel or, less typically, other specified expenses may be made from the University funds, but applicants should wherever possible apply for funds from outside sources.
14. A member of staff is required to submit a report on conclusion of the period of leave.
15. Heads of School should report annually to the Head of College on the permission for Study Leave they have granted, enclosing reports received on the conclusion of periods of Study Leave.

### **Secondment from the University**

16. Subject to consultation and reasonable notice, a member of staff may be seconded to work in another institution or elsewhere on behalf of that institution. The authority for approving such an arrangement is the Head of College or the Registrar and Secretary, as appropriate.
17. The salary and other expenses, if any, to be paid by the University will be determined in the same way as if the member of staff were proceeding on Leave of Absence.

### **Special Leave**

18. Members of the Academic and Administrative and Other Academic Related Staff may be granted special leave in exceptional circumstances which are inappropriate for leave of absence, study leave or secondment for limited periods.
19. Applications shall be made in writing through the Head of School/Budget Centre to the Head of College or the Registrar and Secretary, as appropriate, who shall make a decision.

### **Compassionate Leave**

20. Members of staff may be granted compassionate leave by the Head of School/Budget Centre for a period not normally exceeding five continuous working days.

Approved by Council, 27 June 2012