



# Academic and MPA Grade 6 and above Leave

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# Leave for Academic Staff

## 1. Introduction

This document applies to short absences, absences for outside work, study leave, and secondments for members of the academic staff. It is not applicable to absence on the grounds of sickness, maternity leave, or annual holiday entitlement.

All members of academic staff are required to attend the University in order to perform their normal duties, such as lectures, tutorials, seminars, supervisions, examinations, committee meetings, and any others duly assigned by the Head of School/Service. Unauthorised absence that prevents the performance of such duties, or that otherwise adversely affects the running of the School/ Service or University, is unacceptable regardless of whether the absence is in term time or vacation time.

Nevertheless, it is understood that the normal work of academic staff includes activities, such as attendance at relevant conferences and meetings that may entail absence from the University.

During any short absence, absence for outside work, or study leave, members of academic staff must be able to be contacted by the School/Service if required.

## 2. Absences

A member of academic staff may pursue his/her normal work at a location other than the University, provided that the following requirements are met:

- (a) For an absence of 1-4 consecutive working days, the member of staff must notify the Head of School/Service in advance.
- (b) For an absence of 5-25 consecutive working days, the member of staff must obtain prior written approval from the Head of School/Service.
- (c) For an absence of more than 25 consecutive working days, the member of staff must apply in writing to the Head of College at least one month before the proposed absence; the application must be endorsed by the Head of School/Service. The decision to approve or reject such an application must be reported to the relevant [People and Organisational Development Team](#).

**Note:** A Head of School/Service's absence must be notified to or authorised by the Head of College.

**Note:** For the purposes of this document, "Head of School/Service" should be interpreted as Head of College where appropriate.

**Note:** If the member of staff's normal place of work is not located at the University, then the absences requirement detailed above does not apply. Instead (s)he should consult his/her Head of School/Service on the requirements appropriate to his/her circumstances.

### 3. Outside paid work

A member of academic staff who undertakes outside paid work, such as consultancy work, must comply with University procedures.

### 4. Study leave

Each College and School should have a study-leave programme that has regard to the following guidelines:

(a) Study leave is an absence of three months or more whose purpose is to enable a member of academic staff to further his/her research or to gain significant new professional experience relevant to his/her duties. Thus, it is expected that both the member of staff and his/her School will benefit from the study leave.

(b) Study leave is not an entitlement. However, a member of academic staff may reasonably expect to be granted paid study leave in accordance with College procedures and needs on the basis of one semester in four years or one academic year in eight years. In addition, subject to its academic value and staffing needs of the School, unpaid study leave may be granted more frequently.

(c) A probationer may apply for study leave, provided that he/she can meet his/her probation objectives and Learning and Teaching Centre course requirements within the specified probationary period. Probationary service counts towards the number of academic years stated in clause (b).

(d) The period of study leave normally includes the immediately following vacation.

The following procedure must be followed:

(1) A member of academic staff who wishes to be considered for study leave must apply in writing to the College, setting out specific goals and a plan of work for the proposed study leave. The application must be made on a standard form and must normally be submitted at least six months before the start of the proposed study leave. The application must be endorsed by the Head of School.

(2) In considering the application, the College must take into account how well the proposed study leave accords with the strategies and commitments of the College and School, and what resources if any will be needed to cover the member of staff's absence.

(3) The College's decision to approve or reject the application must be reported to the local P&OD Team.

(4) Within three months of the end of study leave, the member of staff must submit a report to the College, setting out the study leave's outcomes and relating them explicitly to the goals stated in the application.

(5) The College shall inform the local P&OD Team, whether the report is satisfactory or unsatisfactory. The relevant Head of P&OD shall consider what action to take in the event of an unsatisfactory report.

(6) Study leave can be either fully or partially paid by the University.

**Note:** For the purposes of this procedure, "the College" shall mean whatever internal mechanism the College has put in place for the consideration of study-leave matters.

## 5. Unpaid leave

A member of academic staff may apply for unpaid leave, for instance to undertake work unrelated to the member of staff's normal work. The following procedure must be followed:

- (a) The member of staff shall write a detailed case for the proposed unpaid leave, including its duration.
- (b) The Head of School and the Head of College shall signify their support (or lack of support) by endorsing the case. Where the member of staff is him/herself currently a Head of School or Head of College, the case must be endorsed by the Principal.
- (c) Within three months of the end of unpaid leave, the member of staff must submit a report to the College, setting out the study leave's outcomes and relating them explicitly to the goals stated in the application.
- (d) The P&OD Team shall advise on any contractual or superannuation implications.
- (e) The case must be reported to the relevant P&OD Team.

## 6. Secondments

A member of academic staff may be seconded to another organisation. The following procedure must be followed:

- (a) The member of staff shall write a detailed case for the proposed secondment, including its duration, its location, and the nature of the work to be done. The case shall be accompanied by a letter, signed by a responsible officer of the other organization, confirming the duration, location, and nature of the work to be done.
- (b) The Head of School and the Head of College shall signify their support (or lack of support) by endorsing the case. Where the member of staff is him/herself currently a Head of School or Head of College, the case must also be endorsed by the Principal.
- (c) The case must be reported to the local P&OD team, Admin Section.
- (d) The proposed secondment shall be approved only if the case shows demonstrable long-term benefits to the member of staff's career development and to the University, and only if suitable arrangements can be made to cover the member of staff's absence.
- (e) Following discussion with the Head of College and Head of School, a legal secondment agreement must be signed by the University, the member of staff, and the other organization. The secondment agreement shall cover the necessary employment issues, including pension arrangements.
- (f) The secondee's salary shall normally be unpaid from University funds.

- [Application Form for Leave](#)

# Leave for MPA Grade 6 and above staff

## 1. Introduction

This document applies to short absences and secondments for members of the MPA Grade 6 and above (administrative, computer, library, other related, and research) staff. It is not applicable to absence on the grounds of sickness, maternity leave, or annual holiday entitlement.

All members of MPA Grade 6 and above staff are required to attend the University in order to perform their normal duties, as stipulated by their Head of School. Unauthorised absence that prevents the performance of such duties, or that otherwise adversely affects the running of the School or University, is unacceptable regardless of whether the absence is in term time or vacation time.

Nevertheless, it is understood that the normal work of MPA Grade 6 and above staff includes activities, such as attendance at conferences and meetings that may entail absence from the University.

During any short absence, members of MPA Grade 6 and above staff must be able to be contacted by the School if required.

## 2. Absences

A member of MPA Grade 6 and above staff may pursue his/her normal work at a location other than the University, provided that the following requirements are met:

- (a) For an absence of 1-4 consecutive working days, the member of staff must obtain prior approval from his/her Line Manager.
- (b) For an absence of 5-25 consecutive working days, the member of staff must obtain prior written approval from his/her Line Manager and Head of School.
- (c) For an absence of more than 25 consecutive working days, the member of staff must apply in writing to the Head of College/Secretary of Court at least one month before the proposed absence; the application must be endorsed by the Line Manager and Head of School.
- (d) This type of leave can be fully or partially paid by the University.

**Note:** For a research assistant, the Line Manager is the Principal Investigator; the Head of School needs to be involved in (b) and (c) only if the research assistant has general School duties as well as research duties.

**Note:** If the member of staff's normal place of work is not located at the University then the absences requirement detailed above does not apply. Instead (s)he should consult his/her Head of School on the requirements appropriate to his/her circumstances.

### 3. Outside paid work

A member of MPA Grade 6 and above staff who undertakes outside paid work, such as consultancy work, must comply with University procedures.

### 4. Unpaid leave

In exceptional circumstances, a member of MPA Grade 6 and above staff may be granted unpaid leave, for instance to take up a short-term appointment elsewhere. The following procedure must be followed:

- (a) The member of staff shall write a detailed case for the proposed leave, including duration, location, and the nature of the work to be done elsewhere.
- (b) The Head of School and the Head of College/Secretary of Court shall signify their support (or lack of support) by endorsing the case. The Head of School must show how the member of staff's work will be covered. Where the member of staff is him/herself currently a Head of School or Head of College/Secretary of Court, the case must also be endorsed by the Principal.
- (c) The local P&OD Team shall advise on any contractual or superannuation implications.
- (d) The case must be reported to the relevant P&OD Team.

### 5. Secondments

A member of MPA Grade 6 and above staff may be seconded to another organisation. The following procedure must be followed:

- (a) The member of staff shall write a detailed case for the proposed secondment, including duration, location, and the nature of the work to be done.
- (b) The Head of School and the Head of College/Secretary of Court shall signify their support (or lack of support) by endorsing the case. The Head of School must show how the member of staff's work will be covered. Where the member of staff is him/herself currently a Head of School or Head of College/Secretary of Court, the case must also be endorsed by the Principal.
- (c) The case must be reported to the relevant P&OD Team.
- (d) The proposed secondment shall be approved only if the case shows demonstrable long-term benefits to the member of staff's career development and to the University, and only if suitable arrangements can be made to cover the member of staff's absence.
- (e) Following discussion with the Head of College/Secretary of Court and Head of School, a legal secondment agreement must be signed by the University, the member of staff, and the other organisation. The secondment agreement shall cover the necessary employment issues, including pension arrangements.
- (f) The secondee's salary shall normally be unpaid from University funds.

- [Application Form for Leave](#)

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