

2.12 Career Breaks / Leave of Absence

Academic and related Staff

The University recognises the importance of leave of absence for academic staff for research or other approved purposes and will seek to grant it in accordance with normal University practice and within the constraints of national policy and University finance. Academic-related staff shall also be entitled to appropriate leave, as determined by the Staff Progress Standing committee, and to receive training to assist with their university duties.

Leave of absence may be granted in accordance with the agreed procedures set out below. Eligibility for such leave, the period of leave granted, and the number of occasions on which the leave is granted shall normally be related to the length of service in the University for the member of staff concerned and to any previous grant of leave.

The University shall continue to pay its share of the member's superannuation contributions for the period of the leave and the member will pay his/her own share unless the University in both cases or in either case decides otherwise.

A member of staff elected to the House of Commons, the Northern Ireland Assembly or the European Parliament will be given special leave without pay for the term of the elected office. At the end of that time the member of staff must decide whether to stand once again, in which case, if elected and if the total leave required exceeds five years he or she will normally be obliged to resign from the University.

Procedure

Leave of Absence for Academic staff:

Definition

Leave of absence is a period of leave from full-time employment in the University to undertake work which may include research and analogous activities, secondment to or exchange with other appropriate institutions or organisations, and the following of particular courses of study or training which may or not lead to additional qualifications.

Principles relating to Leave of Absence

1. Applicants must satisfy the University that leave of absence will enhance their capacity to fulfil their responsibilities as members of the academic staff and in particular, applicants for a second or subsequent period of leave must demonstrate that they have achieved this with their previous periods of leave.
2. Periods of leave up to one term in duration may be granted by the faculty but must be reported in advance of the period of leave to the Academic Staff Progress Committee and if staffing replacements are required to the Staffing Review Group.
3. Applications for periods in excess of one term shall be considered by the Academic Staff Progress Committee on the recommendation of the Faculties. The Dean and the Head of Department in supporting an application for leave of absence must be satisfied that the teaching and other responsibilities of the applicant can be properly carried out during the period of absence.

4. Personal applications from Deans and other Senior Officers shall be considered by the Academic Staff Progress Committee.
5. Leave of absence shall not, unless in the most exceptional circumstances, be granted for periods cumulating to more than one year in every seven; but in all cases where leave of absence is granted, it shall be without prejudice to incremental agreements.
6. The Academic Staff Progress Committee shall determine a time-table for the handling of all applications for leave of absence and , unless in special circumstances, applications which if granted would take place in the following academic year must be submitted nine months in advance of the commencement of that year.
7. Where leave of absence does not attract an appropriate salary elsewhere or other similar emoluments it shall be granted with salary (including employer's contribution to the USS and national Insurance scheme)
8. Nothing in clause 7 above shall prevent the University from making such contribution as it thinks fit to the USS or similar scheme when leave of absence is granted without salary.
9. All additional costs falling on the University because of leave of absence shall be borne by the applicants faculty, except where the applicant has just completed a period of four years or more as Dean or other Senior Officer, when such costs will be borne centrally.
10. Within three months of the completion of a period of leave of absence the member of staff shall report to the faculty and academic Staff Progress Committee how the period was spent and indicate the actual and anticipated benefits.