

## **SABBATICAL LEAVE AND LEAVE OF ABSENCE (without stipend)**

### **I. POLICY**

#### **A. Eligibility**

1. All members of the academic staff of the College contracted to undertake research *and* teaching are eligible to apply for leave (as defined in Sections C and D below), with the exception of those in para. 4
2. Leave will only be granted to academic staff who fulfil the terms and conditions set out in paras 6-9 below.
3. Subject to such terms and conditions, staff on temporary contracts may apply for leave within the year in which current tenure is due to end, and it is not known that they will be reappointed (or appointed to a different post within the College). Leave will only be granted ultimately to staff who have a contract of employment covering the leave period.
4. Members of academic staff may not normally apply for leave in the year immediately prior to retirement.
5. Notwithstanding the general policy set out in paras 1-4 (above), leave of absence *may* exceptionally be granted in the circumstances referred to in para. 4, and an application in the circumstances referred to in para. 3 may not be regarded as straightforward.

#### **B. Purposes of Leave**

6. Leave (as defined in Sections C and D below) will be granted for purposes deemed to be consistent with the College's *Mission Statement*.

## C. Sabbatical Leave

7. Leave with continuing stipend shall be known as **sabbatical leave** and will be granted subject to the member of staff fulfilling the following conditions:
  - (a) the *Eligibility* criteria set out in Section A;
  - (b) the *Entitlement (Frequency & Length of Leave)* criteria set out in para. 8;
  - (c) the *Application* procedures and criteria set out under **II. Process**;
  - (d) giving up all teaching, administrative and examining duties for the College, other than supervising or examining Research Students;
  - (e) certification that, as a result of other activities during such leave, the member of staff is not substantially better off than if he or she had not taken sabbatical leave; i.e. Staff must not be simultaneously drawing another salary which enhances their disposable income by one half or more.
  - (f) the Faculty Board concerned must be satisfied that the member of staff's academic department has put in place arrangements to assure the adequate continuity of teaching and administration prior to consideration for College approval. Should the Department not follow the appropriate procedures, remedial action will be set in train by the Dean of Faculty and the individual concerned may have a right of appeal under II(H) below.
  - (g) the submission of a formal Report by the due date after leave has been taken.
  
8. Entitlement (Frequency & Length of Leave):
  - (a) for the purposes of calculating the length of leave and terms of service, there are three terms in the academic year; leave is taken to include the preceding or following vacation in respect of the term in question, but not both.
  - (b) the College will grant sabbatical leave at the rate of one term for every nine terms of service, with the exception in paras 8 (d) and 8(h)below;
  - (c) applications from departments to Faculty Boards for funding in respect of replacement teaching occasioned by sabbatical leave will only be considered in the case of members of staff taking such leave in accordance with the College norm in para 8 (b);
  - (d) academic departments which organise the continuity of teaching and administrative arrangements in such a way (notably through supplementary duties by other members of staff) as to allow a rota which enables colleagues to take sabbatical leave more frequently than the College norm must have prior approval of such schemes by their Faculty Board;
  - (e) members of staff can apply to 'mortgage' sabbatical leave entitlement for strategic reasons, subject to para 8 (g) below;
  - (f) applications for sabbatical leave for two or more consecutive terms will normally include term 3 (the summer term) as one of them;

- (g) notwithstanding the number of terms of service accrued or ‘mortgaged’, a member of staff may not take more than three consecutive terms of sabbatical leave except in the case of those members of staff covered in 8(h).
- (h) Members of staff who have successfully completed a major administrative service to the College (eg. Deans of Faculty, Vice-Principals and Heads of Department) will usually be entitled to enhanced sabbatical leave which will be determined by the Staff Committee and Council in defining the terms and conditions of such College posts.

#### **D. Leave of Absence**

9. Leave without stipend shall be known as **Leave of Absence**. *Subject to consideration of the balance of advantage to the College*, such leave will be granted when it can be demonstrated that it is consistent with para. 6 above (Section B: Purposes of Leave) *and* one or more of the following:
- (a) secondment which allows a member of staff to provide assistance for governments or national agencies, or international agencies of which the UK is a member, or academic institutions or charitable organisations, or industrial or commercial concerns;
  - (b) outside funding inclusive of a member of staff’s full salary costs (net of superannuation contributions if appropriate) for the support of her or his research;
  - (c) on academic grounds, that such leave not covered by (a) or (b) is to the benefit of the individual member of staff *and* the College.
10. In respect of Leave of Absence without stipend, the College will:
- (a) expect that such leave will normally be limited to a maximum of three years at one time;
  - (b) decide in each particular case whether the academic terms included within such leave are to be reckonable as terms of service for the purposes of Sabbatical Leave entitlement;
  - (c) decide in each particular case whether or not the College’s contributions to the USS should be sustained;
  - (d) decide whether the academic department or other unit concerned should be credited with any or some part of the savings accrued by granting leave of absence without stipend (after deductions have been made, where appropriate, for pension or N.I. contributions and certain central administrative costs), such financial arrangements being agreed before leave is formally approved. Delegated responsibility for determining the arrangements in 10 will rest with the Vice-Principal (Planning and

Resources) in conjunction with the appropriate Dean of Faculty who will act on behalf of the College.

11. Members of academic staff may apply for Leave of Absence without stipend, under the terms set out in para . 9, subject to also fulfilling the following conditions:
  - (a) the *Eligibility* criteria set out in Section A;
  - (b) completing the application procedures set out in **II. Process**
  - (c) satisfying the terms of paras 7 (d) and 7 (f) [under Sabbatical Leave]
  - (d) reaching agreement with his or her academic department and the College in respect of matters in para. 10.

## **II. PROCESS**

### **E. Application Procedures**

12. All applications for **sabbatical leave** or **leave of absence** must be made on the College's pro-forma (LS1) which will include the following sections for completion:
  - (a) whether the application is for sabbatical leave or leave of absence without stipend;
  - (b)
    - (i) in the case of **sabbatical leave** with stipend, the number of terms of service accrued or 'mortgaged' in respect of the period of leave requested (in accordance with stipulations in para. 8), the details of which will be confirmed in the formal letter from the College granting such leave;
    - (ii) certification of conformance with the terms and conditions of sabbatical leave as set out in paras 7 and 8
  - (c) in the case of **leave of absence** without stipend, certification of the fulfilment of conditions in para. 11;
  - (d) the purpose of the proposed leave articulated as precise aims and objectives;
  - (e) evidence of the successful use of leave granted earlier by the College or by the member of staff's previous institution.

### **F. Consideration of Applications**

13. All Applications will be considered by the Faculty-approved body in each department/academic unit within an annual timetable laid down by the Faculty Board, having regard to:

- (a) the accuracy of information in respect of para 12;
- (b) the merit of the proposal in the light of para 12(d) and (e) in the context of:
  - (i) successful implementation of the departmental and College plan(s);  
*and*
  - (ii) the career development of the member of staff concerned

## **G. Recommendations and Formal Approval**

14. After departmental bodies have reached their recommendations:
- (a) individual applicants will be notified and reminded of the Appeal Process set out in Section H;
  - (b) formal recommendations will be submitted for approval by Departmental Boards;
  - (c) Departmental Boards will seek ratification of their recommendations by Faculty Boards by submitting a single departmental pro-forma (LS2) which includes:
    - (i) certifying adherence to the College Process set out above;
    - (ii) the names of staff, the period of leave granted and terms of service accrued or mortgaged against which such leave should be set, within the departmental rota attached;
    - (iii) certification of arrangements under 7 (f) and funding requests to assist in providing cover for such leave in accordance with para 8 (c);
  - (d) Faculty Boards will consider for approval the departmental pro-forma, such approval being necessary before it can be forwarded to the Head of Personnel;
  - (e) the Head of Personnel will check contractual terms and conditions before, on behalf of the College, confirming the recommended period of leave (including specifying the date on which the individual is required to return to normal duties) to each member of staff concerned, reminding them of the terms and conditions to which the leave is subject (cc. to HOD and the Dean of the Faculty).

## **H. Appeals**

15. Any member of staff whose application for leave has not been agreed by the departmental body concerned, and who has *prima facie* grounds for believing that the application was not considered in accordance with the College Process or not properly judged against the criteria in 13 (b) may re-submit that application to the Dean of her or his Faculty. The Dean of the Faculty will consult with interested parties and will have the authority to make a ruling.

## **I. Sabbatical Funding**

16. Limited funds are made available to Faculty Boards (allocated pro-rata the number of academic staff in each Faculty) to assist departments in ensuring the continuity of teaching arrangements.
17. In disbursing such funds, Faculty Boards must prioritise support by taking account of:
  - (a) departmental adherence to the agreed timetable and procedures for Application and Monitoring and Reporting;
  - (b) the strength of the case made (on LS2) to cover for leave, having regard to departmental policies, structures and arrangements designed to minimise the need for such replacement funding;
  - (c) applications submitted by very small departments and units constrained by their size from moving towards cost-neutral schemes.

## **J. Reporting and Monitoring**

18. It is an explicit condition of taking leave that members of staff granted such leave will submit a formal report, by the due date, on its outcomes in relation to the proposal (12 d). In taking such leave, all members of staff therefore undertake to:
  - (i) submit such a report to the same Faculty-approved departmental body which agreed to recommend the period of leave (form/LS3), and to do so within three months of the date on which normal duties were resumed (as specified by Personnel in 14 (e)).
  - (ii) refer, in such a report, to all information germane to the original application and the terms and conditions to which the leave was subject.
19. Departments and Faculties have a duty to ensure that:
  - (a) College resources supporting leave (i.e. full salary costs as well as Faculty supplementation to departments) are used to maximum effect;
  - (b) leave, subject to criteria designed to underpin (a), is granted to academic members of staff in a way entirely consistent with the College's responsibilities as an Equal Opportunities employer. To this end, the Department will be required to demonstrate that the appropriate systems and procedures are in place and must identify in a report those members of staff considered for sabbatical leave and the reasoning behind each decision.

To that end:

- (i) Faculty-approved bodies within academic departments will report to Departmental Boards on the outcomes of leave as reported by returning members of staff;
- (ii) Departmental Boards will submit to Faculty Boards, by the specified date, a single departmental pro-forma (LS4) reporting outcomes and certifying due process; Faculty Boards will normally not consider the next round of departmental recommendations until this departmental report has been received;
- (iii) Faculty Boards will submit an annual report to Academic Board containing comparative information on the numbers of staff from each department who have taken leave during the preceding academic session and the sabbatical funding distributed to each department in accordance with the criteria in Section J, as well as drawing the Board's attention to any departments which have had difficulties either implementing College Policy or adhering to its associated procedures.

**K. Timetable**

**(a) Applications for the following year**

- by Aug/Sept: Applications (LS1) to Faculty-Approved departmental bodies
- by September: Recommendations to Departmental Boards
- by November: LS2 submitted to Faculty Boards for approval
- by December: FBs notify Personnel and Departmental Boards of decisions
- by January: Personnel sends formal letter to individuals (cc HoDs & Deans)

**(b) Monitoring & Reporting**

- by 3 mths after leave: LS3 to departmental bodies (who report to DBs)
- by 1 October: LS4 to Faculty Boards (covering all members of staff returning by 1 July from leave taken during the previous academic year)
- by December AB: Faculty Board annual Reports submitted

*December 2000*

**APPROVED BY THE COUNCIL: 16 January 2001**