



## **Procedure for Leave for Academic Purposes / Academic Development Leave**

The College will consider applications for paid leave for academic purposes by members of academic staff for appropriate (academic) purposes.

### **1 The following conditions will apply:**

- 1.1 Applications for such leave must have the support of the Head of School concerned.
- 1.2 Leave for academic purposes should be no longer than twelve months.
- 1.3 Leave should be financially neutral to the School and the College and staff will, therefore, need to agree to a variation of contract which will detail deductions on account of replacement cost (e.g. a temporary lectureship or VL hours). Such deductions will include all associated on-costs such as NI employers' contribution, superannuation and recruitment. In practice the appointment would become a (lesser) fractional post for the period of leave.
- 1.4 Under no circumstances will leave be granted if it results in a financial cost to the College.
- 1.5 College will reserve the right not to grant the leave for technical, organisational or operational reasons. For example, academic subject shortages or market pressures may make it difficult to recruit a replacement on a fixed term and temporary basis.
- 1.6 Where such leave is supported by funds under the College's Staff Training and Development Policy, the employee will be bound by its conditions.
- 1.7 Leave for academic purposes is for the benefit of both the academic member of staff and the College. Therefore, the member of staff must agree to return to work for a period of not less than twelve months.

### **2 Procedure to be followed:**

- 2.1 Staff must seek support from their Academic Director in the first instance.
- 2.2 Where the Academic Director thinks the application meets the criteria, he/she should refer the request to the relevant Head of School in writing.
- 2.3 The Head of School must be satisfied that
  - (i) the criteria for such leave have been met.
  - (ii) all relevant duties (teaching, pastoral care and administration) will be covered during the period of absence for academic purposes.

- (iii) Consultation with the Personnel Department has taken place and its advice sought to ensure consistency across College and equality of opportunity.
- 2.4 Where the above conditions have been met the Head of School will consult with the relevant Vice-Principal for approval.
- 2.5 Following the approval of a request for paid leave for academic purposes, Personnel will be advised and write to the member of staff offering a Variation of Contract in accordance with point 1.3 above. Upon acceptance of this variation action will be taken to ensure replacement cover is in place and Payroll will be advised.
- 2.6 Service with the College will be continuous during the leave for academic purposes and all normal terms and conditions will apply apart from remuneration as affected under 1.3.

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