

## **Procedure for Leave of Absence (Unpaid)**

The College will consider applications for unpaid leave for all staff. Unpaid leave can be for a variety of reasons: travel abroad, family-related issues, personal study etc. At its simplest level it may be that postholders have exhausted their holiday entitlement and there may be occasions where College may be able to accommodate requests for additional (unpaid) leave.

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

- 1.1 Applications for unpaid leave must have the support of the line manager/Head of School/Service concerned.
- 1.2 Unpaid Leave up to five days per annum will be at the discretion of the School/Service in consultation with Personnel.
- 1.3 Unpaid Leave should be no longer than twelve months.
- 1.4 College will reserve the right not to grant the leave for technical, organisational or operational reasons. For example, labour shortages or market pressures may make it difficult to recruit a replacement. Equally the cost of cover in terms of overtime may be prohibitive or impractical.
- 1.5 Under no circumstances will the leave be agreed if it results in a cost to the College.
- 1.6 Where requests for unpaid leave are recurrent, it may be in the College's interest to encourage staff to request a reduction of hours on a permanent basis.

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

- 2.1 Staff must seek the support from their line manager or Head of School/Service.
- 2.2 Where the line manager or Head of School/Service thinks the application meets the criteria, he/she should refer the request for unpaid leave to the Personnel Department in writing.
- 2.3 The Personnel Department must be satisfied that
  - (i) the criteria for such leave have been met.
  - (ii) all relevant duties will be covered.
  - (iii) replacement issues are satisfactorily resolved via the normal approval procedures (see also 1.3 above).
- 2.4 Assessment and monitoring will take place to ensure consistency across College and equality of opportunity and access.

- 2.5 Where the above conditions have been met the Personnel Department will seek approval from Senior Staff through the relevant Vice-Principal.
- 2.6 Following the approval of a request for unpaid leave, Personnel will advise the member of staff accordingly.
- 2.7 Where such requests have been agreed, staff will be contacted towards the end of the unpaid leave period to ensure payroll arrangements have been made in respect of re-instatement.
- 2.8 Service with the College will be continuous during the period of unpaid leave but there will be no incremental progression where staff have had a year's unpaid leave.

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