

## **Sabbatical Leave and Leave of Absence With or Without Pay**

### **1. Definitions:**

- 1.1. Sabbatical leave is paid leave granted for research and scholarship. As a result it is normally confined to academic staff. Broadly defined it is expected to produce or contribute to the production of a clearly identifiable outcome, such as a publication. It is not normally given for work towards a research degree.
- 1.2. Leave of absence may be granted to both academic staff and non-academic staff. Such leave may be considered for a variety of forms of professional development (including secondment and exchanges). The circumstances of such leave will determine whether it would be granted with or without pay
- 1.3. Teaching Fellowships are specifically available for the development of teaching and learning material.
- 1.4. In all periods of sabbatical leave and leave of absence the member of staff will normally be relieved of all administrative and teaching duties. If the leave requires periods away from Huddersfield of a term or more it will normally be necessary to make temporary arrangements for the supervision of post graduate research students. The Dean will be required to ensure that these arrangements for supervision are in place.

### **2. Examples which might lead to the granting of leave:**

#### **2.1. Sabbatical leave:**

- work on a specific programme of research (which may be externally funded)
- completion of an already commissioned book, or major research paper (or papers)
- preparation of a major research grant application – especially if it involves national or international collaboration

#### **2.2. Leave of absence without pay:**

- secondment to work for government, industry or another university (in UK or abroad)
- period of consultancy

#### **2.3. Leave of absence with pay (or fractional payment):**

In some circumstances the organisation for or with which the employee wishes to work is unable to meet the full (or part) salary costs. In such cases paid leave of absence may be granted if the benefit to the University (and School or Service) is clear. A job exchange may fit into this category where the two organisation involved continue to pay their own member of staff. Work for some charitable organisations, including British Council arranged academic links schemes, might also fall within this category.

- 2.4. In cases of leave of absence, with or without pay, there would have to be significant professional development which can be demonstrated to be of value to the University, School or Service as well as to the individual.

### **3. Operational framework:**

- 3.1. Members of staff *do not have* a mandatory entitlement to either sabbatical leave or leave of absence. However, where it is to the mutual benefit of the individual and the University we will continue to facilitate staff absences from their normal teaching and administrative duties. This will be effected within the following framework:

- a) Staff applying for sabbatical leave or leave of absence will have to argue their case, in writing, to their line manager. The case must clearly demonstrate the benefits to the University as well as to the individual.
- b) Only permanent staff of the University are eligible to apply under terms set out in paragraph a)
- c) Sabbatical leave may be applied for on the basis of one term for each four years of continuous employment with the University, up to a maximum of one year. In exceptional circumstances sabbatical leave may be granted ahead of this accumulated service.
- d) A member of staff who has completed more than eight years service without taking any sabbatical leave will be allowed to apply for no more than 12 months sabbatical leave. Service leading to further entitlement to apply for leave will not start to accumulate until that 12 months has been used up.
- e) Periods of sabbatical leave and paid leave of absence will not count towards accumulated service but periods of unpaid leave may be counted. (Accumulated service for purposes of sabbatical leave and leave of absence, therefore, will not be the same as pensionable service.)
- f) Applications for leave of absence with and without pay will be considered on their merits in relation to accumulated service
- g) Periods of paid leave of absence already granted will be taken into account when considering a subsequent application for sabbatical leave; equally periods of sabbatical leave already granted will be taken into account when considering a subsequent application for paid leave of absence
- h) No period of sabbatical leave or paid leave of absence will exceed 12 months but, in exceptional circumstances (e.g. a secondment) requests for unpaid leave for longer periods may be approved.

#### **4. The nature of applications:**

- 4.1. All applications should be made to the Dean of the School or Director/Head of Service. In the case of applications for sabbatical leave the Dean will forward a copy of the application to the School Research Committee. All applications should include a statement from the person responsible for allocating the member of staff's duties that those duties will be covered. The application must also include a statement from the member of staff's personal development reviewer that the leave is in accord with agreed objectives. The application will give a brief statement of the work to be undertaken, the intended outcomes, details of any relevant funding and the period of leave requested. It will also list details of any previous period of sabbatical or leave of absence and the outcomes.

#### **5. Procedure for approval of applications: Sabbatical leave**

- 5.1. Approval for sabbatical leave will be granted by the Dean of the School on the advice of the School Research Committee. The School Research Committee is responsible for determining that the research is valid and that the record of the applicant is such that the stated research outcomes are achievable.
- 5.2. Approval for unpaid or paid leave of absence for periods of less than one term will be granted by the Dean of the School or the Director/Head of Service.

- 5.3. In either of the above cases, if the applicant is the Dean or Director/Head of Service approval will be granted by the Vice-Chancellor. This responsibility may be delegated to a Pro-Vice Chancellor (PVC).
- 5.4. Periods of paid or unpaid leave of absence of duration longer than one term will be approved by the Vice Chancellor in consultation with the Dean or Director/Head of Service of the applicant. This responsibility may be delegated to a PVC.

## **6. Salary arrangements during sabbatical and other leave of absence:**

- 6.1. The University will continue to pay salary and employer pension contributions during periods of sabbatical and paid leave of absence. Sabbatical leave or paid leave of absence leave arrangements made with another university or organisation, may involve some payment of either a salary or an honorarium by the host organisation. Such payments, in excess of University of Huddersfield salary, may be set against additional expenses, for example, the costs of transport and housing for the member of staff and family for a period of leave abroad. Any such payments by the host organisation would be declared to the HM Revenue and Customs and may be liable to tax. On return from the leave the member of staff must make a full declaration of any salary or other honorarium paid (net of tax) during the period of leave and auditable accounts of any additional expenses incurred as a result of the leave. These will be presented to the Director of Finance within one month of return. If these accounts show a financial gain as a result of the leave amounting to more than 5 per cent of gross salary, this will be negated through a return of some or all of the University of Huddersfield salary paid during the period of leave. This will be effected through an invoice raised by the University, and will have no effect on the pension contributions of either the University or the employee.
- 6.2. Any salary arrangements made during periods of unpaid leave will be for the member of staff to negotiate but, all staff are encouraged to maintain their pension contributions using methods available under the respective schemes.

## **7. Monitoring:**

- 7.1. At the end of a period of leave the member of staff will produce a report to be submitted to the Dean or Director/Head of Service. In the case of sabbatical leave a copy of this form will be passed to the School Research Committee. Successful outcomes will be published in the University's annual research report or other relevant publication. If the Dean or Director/Head of Service and/or the Committee are not satisfied with the report the member of staff will be interviewed to discuss ways of retrieving the situation. Continued dissatisfaction will normally mean that further periods of sabbatical and/or leave of absence will not be granted.