

ACADEMIC SABBATICAL LEAVE

1. Introduction

The University recognises the substantial benefits to individuals, Schools and the wider University as a consequence of staff taking periods of sabbatical leave. Sabbatical leave can help to maintain vitality and creativity required for successful and original teaching, scholarship and research throughout an academic career.

2. Scope

This policy applies to Academic staff only. (For non-academic study leave, please refer to the Non-Academic Study Leave Policy).

A period of sabbatical (or study/research leave) is considered to be leave from work for an extended period of time principally used for the purposes of one or more of the following:

- Research
- Scholarship
- Preparation of teaching materials
- Re-training
- Learning new skills

It is not an entitlement or contractual right to take sabbatical leave, but the University agrees to consider each individual request made according to this policy. Each Head of School is expected to make arrangements within the School to enable academic staff to take leave using a fair and consistent approach relevant to their School.

3. Policy/Procedure/Guidelines

3.1 To request a sabbatical period, the member of staff should submit their request using the Request for Study Leave/ Sabbatical/ Time off for training Form. This should detail the reason for the required leave and any impact it may have on the School/Department. This form should be submitted to the Head of School for their approval and then sent to HR for a central record to be held. In some cases approval outside of the School, or from the Vice Chancellor will be required,

3.2 Individuals should set out the expectations and objectives of the sabbatical, how the time will be used and any relevant outputs or achievements. It is good practice for this to be discussed and agreed with the Head of School.

3.3 If the request is being made under the Right to request time off for training under Section 63D of the Employment Rights Act 1996, the Line Manager or Head of School should hold a meeting with the individual to discuss the request within 28 days of receipt of their request form. The individual has the right to be accompanied at the meeting by a Staff Forum Representative, Trade Union Representative or a work colleague. Notes should be made of the meeting. The decision must be provided to the individual in writing within 14 days of the meeting and there are certain valid grounds and certain items which must be included in the letter. Please speak to your HR Advisor in this circumstance, who will provide you with further guidance in order to meet our statutory duty.

3.4 Approval

The decision to agree to the request will usually be made by the Head of School in consultation with the employee, line manager and any other relevant stakeholders. In some cases approval outside of the School, or from the Vice Chancellor will be required, HR can provide further guidance if required.

Decisions will be made by balancing the needs of the individual with the needs of the department and there is no guarantee that requests will be agreed. Schools/Departments have the discretion to agree or refuse requests and to determine whether any periods of leave will be paid or unpaid. The cost of agreeing the leave must be considered by the Head of School as well as the ability to cover any teaching or duties.

You should be aware that any periods of unpaid leave will affect your pension contributions. Where possible, and in advance of taking a period of unpaid leave, you should contact the Pensions Office for further advice.

Document control

VERSION	SECTION	KEEPER	REVIEWED	APPROVING AUTHORITY	APPROVAL DATE	START DATE	NEXT REVIEW
1.0	HR	KL	2 years	Staffing Committee	01/11/18	01/12/18	01/12/20
