

NON-ACADEMIC STUDY LEAVE

1. Introduction

The University recognises the substantial benefits to individuals, Functions and the wider University of staff undertaking career and personal development and of enabling periods of study leave to support this. This helps to maintain vitality and creativity required for successful career and personal development across the University.

2. Scope

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

Study leave is considered to be leave from work for a short or an extended period of time principally used for the purposes of one or more of the following:

- Scholarship
- Training
- Personal development or Learning new skills

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

3. Policy/Procedure/Guidelines

3.1 To request study leave or time off for training, 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 Function/Department. This form should be submitted to the Head of Function for their approval and then sent to HR for a central record to be held.

3.2 Individuals should set out the expectations and objectives of the leave, how the time will be used and any relevant outputs or achievements. It is good practice for this to be discussed and agreed with Line Managers/Heads of Functions.

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 Function 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 Function in consultation with the employee, line manager and any other relevant stakeholders. 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. Functions 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 Function as well as the ability to cover any work.

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
