

## **School of Psychology**

### **Policy on Leave from the University**

The School of Psychology policy is that paid leave of absence is not normally granted but rather that workloads will try to be arranged for teaching so that everyone gets a 'light' term.

However, the Head of School will consider granting you leave (paid or unpaid) where there are grounds that, as a minimum meet the University criteria. Paid leave will not normally exceed three months.

Applications should follow the University procedure and meet the criteria as set out by Human Resources.

<http://www.sussex.ac.uk/humanresources/> (under Personnel)

You must indicate how their teaching and administrative duties will be covered while away, including the supervision of research students. You should approach other faculty who might cover for you and gain their agreement in principle.

Applications should be received by the end of week 2 of the spring term, to be considered by the School Strategy Committee, normally held in week 5 of the Spring Term. Your research group leader will be asked to evaluate applications where the case is based on research outcomes. The Director of Teaching and Learning will be asked to finalise teaching arrangements for applications where approval is recommended. A final decision will be reported by the end of the Spring Term.

Prof. Pete Clifton  
Head of School  
October 2011, updated November 2013.