

THE UNIVERSITY OF SUSSEX

(e) Leave

The following conditions and procedures relating to leave of members of faculty are hereby published:

I Maternity Leave (Paragraph 46)

- (a) Members are asked to inform their Head of School, head of unit or senior officer as appropriate in writing as early as possible that they are pregnant, so that the University can carry out the requirements on it to assess the risks to the health of new and expectant mothers. In the event that this assessment shows that the member is employed on work which may involve risk to her health and safety as a new or expectant mother, or to that of her child, arrangements will be made to protect both the mother and her child having regard to statutory health and safety provisions. Any member concerned about their health and safety should discuss their concerns with their Head of School, head of unit or senior officer at the earliest opportunity.
- (b) A pregnant employee has the right to paid time off to attend ante-natal care, but must produce evidence of appointments if requested.
- (c) Entitlements to maternity leave and pay are set out in the Maternity Guide at <http://www.sussex.ac.uk/humanresources/documents/e48.pdf>.

II Short Term Leave (Paragraph 47)

- (a) The University may grant special leave of absence from his or her duties to a member without reduction of salary for periods of less than one term in the case of members of the teaching faculty or research and analogous faculty, or three months in other cases, on any of the following grounds:
 - (i) attendance at courses and conferences, and visits, connected with his or her work or the advancement of knowledge in the subject;
 - (ii) for the discharge of civic and public duties;
 - (iii) compassionate grounds, eg urgent family affairs, or the prolonged illness of a member of the family.
- (b) In the case of members of the teaching faculty or research and analogous faculty, applications for short-term leave during term should be made to the Head of School.
- (c) In the case of members of the administrative faculty, library faculty or other related faculty, applications for short-term leave term should be made to the head of unit or designated senior officer, and may be granted by:
 - (i) the head of unit or designated senior officer for periods of less than one month;
 - (ii) the Vice-Chancellor, for periods of one month or more.

III Study Periods (Paragraphs 48 and 49) or Leave for Career Development (Paragraph 50)

- (a) The University recognises the importance of study periods (ie leave from teaching duties with salary normally for one, two or three terms, for research, educational development, or other approved purposes at the University or other approved location), and will seek to grant it within the constraints of staffing and University finance to members of the teaching faculty whose appointment is not temporary at the rate of one term for each three years of the member's service. Unpaid leave shall not normally count as service for calculating amounts of paid study periods for which application may be made. Plans for work to be undertaken during periods of study leave should be discussed with the Head of School (or nominee/s), and outputs will be reviewed with the member of staff on return from study leave.
- (b) The University recognises the importance of leave of absence with salary for periods of up to one year for training, research, and allied approved purposes related to the duties and responsibilities of a member of the administrative faculty, library faculty or other related faculty as set out in Section II of the Conditions of Service of Faculty, and will seek to grant it within the constraints of staffing and finance, to members whose appointment is not temporary. The member may be required to submit a report at the end of the period.
- (c) In the application for a study period or leave for career development, the member shall provide detailed statements of the research or study he or she intends to undertake and of the relevant financial arrangements. The study period or leave for career development will be granted with full or part salary in the light of those arrangements, and that salary may be adjusted if those arrangements are changed (eg as in paragraph (f) below).
- (d) Applications from members of the teaching faculty for a study period shall be submitted as early as possible, and not later than any dates notified to members of the teaching faculty from time to time. Applications should be submitted to the relevant academic office holder nominated by the University, who will seek to provide such study periods in the light of teaching requirements and competing claims at the time.
- (e) Applications for leave from members of the administrative faculty, library faculty or other related faculty shall be submitted to the head of unit or designated senior officer as early as possible and not later than six months before the start of the proposed leave. The head of unit or senior officer will decide whether the proposed training, research or allied purpose should be approved as being related to the duties and responsibilities of members, and if he or she does so decide he or she will discuss it with senior colleagues in the light of operational requirements and constraints, and will make a recommendation for written approval of the Vice-Chancellor. Applications for leave by a head of unit or senior officer shall be submitted to the Vice-Chancellor.
- (f) Paragraphs 5, 9, 12 or 18 as appropriate of the Conditions of Service apply to a member while on a study period or on leave for career development, and the member is reminded that if he or she undertakes any paid employment he or she must, subject to the practice published by the University from time to time, notify the Head of School, head of unit or senior officer as appropriate. If the member is a Head of School, head of unit or senior officer he or she must notify the Vice-Chancellor.

IV Leave Without Salary (Paragraph 51)

- (a) The University may grant to a member leave of absence without salary for a period of up to one year; in exceptional circumstances, such leave may be granted for a longer period.
- (b) Applications for unpaid leave shall be submitted as early as possible and not later than any dates notified to members from time to time. They will be considered for approval by the relevant Head of School, head of unit or senior officer as appropriate, and will be subject to the approval of the Vice-Chancellor.
- (c) A major criterion in considering an application from a member of the teaching faculty will be the contribution of the proposed leave to the member's academic achievements, experience or qualifications, or to the University's academic reputation. But the University's academic and teaching commitments must not be jeopardised by the absence of too many members at one time, and leave will be provided in the light of teaching requirements, of competing claims for leave at the time and within the constraints of staffing and University finance.
- (d) A major criterion in considering an application from a member of the administrative faculty, library faculty or other related faculty will be the contribution of the proposed leave to the member's career or professional achievements, experience or qualifications, or to the University's reputation. But the University's commitments must not be jeopardised by the absence of too many members at one time, and leave will be provided in the light of operational requirements, of competing claims for leave at the time and within the constraints of staffing and University finance.

V Holidays and Hours (Paragraphs 39 and 42)

- (a) The University office hours are 9.00 a.m. to 5.30 p.m. (including one hour's break for lunch), Mondays to Fridays inclusive.
- (b) Applications for holiday with pay shall be made to the head of unit or designated senior officer or his or her nominee as long in advance as possible.
- (c) It is the aim of heads of unit and senior officers, in consultation with senior colleagues, to grant holidays at the times applied for by members, subject to operational requirements.
- (d) If the exigencies of the work so require, a head of unit or designated senior officer and a member may agree that the member shall forego up to half his or her leave entitlement for the current year (that is excluding any entitlement brought forward from the previous leave year) and carry it forward to be taken in the following leave year. Any such agreement shall be in writing.

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