

UKRI Paid Leave

Before completing this application form, please read the following notes:

All Postgraduate researchers (PGRs) are strongly encouraged to plan ahead, and to use their entitlement of **Annual Leave**, which is 40 working days (including [public holidays and minimum service days](#)), per academic year pro-rated for part-time PGRs. This is already factored into the scholarship funding.

In addition to paid Annual Leave, PGRs who are funded by the UK Research Councils (AHRC, BBSRC, ESRC, EPSRC, MRC, NERC and STFC) are eligible to apply for the following types of **Paid Leave**:

Medical Leave:	Up to 28 weeks paid (PT or FT) in a rolling 12-month period and up to 12 months in total during your scholarship
Additional Leave:	
- Compassionate Leave (e.g. bereavement, domestic emergency)	5 to 10 days paid
- Carer's leave	5 days paid per year to arrange care for a dependent with a disability or an elderly dependent.
- Public duties (jury service)	The scholarship may be extended for the length of the Jury Service
Family Leave:	
- Maternity Leave (also adoption leave for main adopter))	26 weeks normal stipend plus 13 weeks Standard Maternity Pay plus 13 weeks unpaid. Maternity leave must start during the scholarship and may start as soon as 11 weeks before the expected date of birth
- Paternity Leave (also adoption leave for partner of main adopter))	10 days paid leave
- Neonatal Care Leave	Up to 12 weeks in addition to maternity or paternity pay according to number of weeks baby is in neonatal care

When UKRI paid leave is approved, we do not pause your stipend payments (as with intermission) we automatically extend your funding and the deadline for submitting your thesis.

If you are not able to resume your research after the maximum allowance, then you will need to take further leave as unpaid intermission (see <https://www.sussex.ac.uk/rsao/registration-changes>).

Maternity Leave: Please submit your MATB1 form along with this form.

Medical Leave: Please attach a doctor's note or some other form of medical evidence which indicates the dates during which you were sick. **The dates on your medical evidence must match the dates of sick leave requested on this form.**

Please request Medical leave for a **minimum of one month** – the rationale is that PGRs can make up shorter periods (e.g. for colds and winter viruses) over the course of their registration. PGRs with chronic or long-

term conditions requiring multiple shorter periods of medical leave may combine these shorter periods into requests for months of medical leave.

The UKRI regulations are explained [here](#) and detailed in the UKRI [Terms and Conditions of Training Grants](#) but please contact PGR-Scholarships@sussex.ac.uk if you need further information about your funding.

SECTION A – To be completed by the PGR

Name	:	Reg. No.	:
UKRI FUNDER	:	School	:
Research Degree		FT/PT	
Correspondence Address (PLEASE TYPE OR PRINT CLEARLY)			

Length of Paid Leave requested:.....

Type of Paid leave (e.g. Medical, Paternity Carer)

.....

Dates of Paid leave

Signed	:	Date	:
<i>(Student)</i>			

SECTION B – To be completed by PGR Scholarships

I confirm that the PGR is eligible for weeks/months of (type of leave). Leave

Signed	:	Date	:
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SECTION C – To be completed by the supervisor

I recommend that the student be permitted paid leave and an extension of their research degree registration period.

Signed	:	Date	:
<i>(Main supervisor)</i>			

SECTION D – To be completed by the Faculty PGR Lead (or nominee)

Approval is given for an extension of the scholarship and registration of:weeks/months

Signed	:	Date	:
<i>(Faculty PGR Lead or nominee)</i>			

Once completed, please return to your School's Research and Enterprise Coordinator (REC)