

EXTENDED LEAVE OF ABSENCE POLICY

This document (previously archived as: *HR/HR Policy and terms & conditions/flexible working/V1_April 2010*) was incorporated within the UPR series on 5 October 2015.

The following abbreviations are used in this document:

SBU	Strategic Business Unit
UPRs	University Policies and Regulations

“EXTENDED LEAVE OF ABSENCE POLICY

1 Purpose and scope

The University recognises that from time to time staff may wish to request extended periods of time away from the University.

2 Policy

Applications for leave of absence can be for a variety of purposes including but not limited to:-

- to undertake a period of business secondment;
- to study for a higher qualification ;
- to write a book;
- to undertake social or community activities such as voluntary work;
- to undertake longer-term caring responsibilities;
- to enable extended travel

Extended leave of absence, which will usually be unpaid, will require the support of the Head of the SBU. Their decision will have regard to the likely operational implications, including continuity of service delivery, and workload implications for colleagues.

Extended leave of absence will not normally be granted for more than one year and there will normally be a requirement to give 6 months' notice.

Staff will normally be expected to have at least three years' service before they apply for extended leave.

As extended leave is normally unpaid there may be pension implications. Details of these can be discussed with the Pensions Manager.

An agreed period of extended leave will have no impact on continuous service but staff, whilst on extended leave, will not accrue annual leave (contractual or statutory). If the agreed extended leave is for 6 months or longer, no additional salary increment will be earned.

Staff will have the right to return to the same or similar post unless there is organisational change in which case they will retain their normal rights of employment.

Staff must give contact details for the period of extended leave in order that the University can contact them in the case of any major change affecting their job.

If staff use this period to work for themselves or another employer they need to ensure they fulfil the terms of their contract with the University of Hertfordshire, including the clauses relating to exclusivity of service.

If staff wish to return early from a period of extended leave then a month's notice in writing must be given to the Head of SBU.

Staff will need to agree to return on an agreed date. Failure to return on that date may result in action being taken against them for breach of their contractual obligations.

If staff decide not to return to work they should give the normal notice as detailed in their contract of employment.

3 Process

Staff should, in the first instance, discuss their proposals with their line manager. The proposal should outline the reason for the request, the length of the request, and an outline of how the work will be covered in their absence.

An application form should then be submitted to the Head of the SBU. There will be situations when the decision is that extended leave of absence is not practicable. If this is the case, the decision and the reasons for not permitting the extended leave of absence will be conveyed to the member of staff within 10 working days.”

Mrs S C Grant
Secretary and Registrar
Signed: **5 October 2015**