**Appendix B**

**Procedure for Booking and Requesting Leave**

**General Principles**

**1. General Principles**

1.1 The following types of leave should be requested and/or confirmed via the submission of a formal leave application to an employee’s line manager using ‘[MyView](http://www.ucl.ac.uk/hr/myview_secure_live/myview_log_in.php)’:

* Annual Leave (including requests for Visiting Relatives Abroad Leave and Religious and Cultural Observance Leave)
* Bereavement Leave
* Carer’s Leave (including Extended Carer’s Leave). These types of leave are referred to as ‘Compassionate Leave’ in ‘MyView’
* Domestic Emergency and other Crisis Leave
* Jury Service
* Medical Appointment Leave
* Public Duty Leave (recorded as ‘Unpaid Leave’ on ‘MyView’)
* Sabbatical Leave
* Study Leave
* Time-Off in Lieu.

1.2 In the case of Visiting Relatives Abroad Leave; Extended Carer’s Leave; Jury Service; Public Duty Leave; Sabbatical Leave; and Study Leave; an in-principle approval of the employee taking this type of leave must already exist prior to the submission of a ‘MyView’ request.

1.3 Where some or all of the type of leave being requested is to be unpaid, including:

* Career Breaks
* Extended (unpaid) Carer’s Leave
* Public Duty Leave
* Religious and Cultural Observance Leave
* Reserve Forces Leave
* Study Leave or
* Visiting Relatives Abroad Leave

1.4 The line manager should notify Payroll of the requirement to deduct the appropriate amount of pay, using the form at [Appendix D](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/draft_leave_policy_appendix_d.docx) (‘Unpaid Leave of Absence Notification Form’) within a maximum period of one calendar month following any date on which approved unpaid leave has been taken. Retrospective cancellation of requested unpaid leave is not usually permitted.

1.5 All leave requests must be made in a timely manner. This will help to ensure that pay and leave is [processed](https://www.ucl.ac.uk/human-resources/pay-benefits/payroll/pay-dates-and-cut-dates) correctly. A reasonable request for leave for which an employee is eligible and which fits the criteria for that type of leave, will not be refused without adequate explanation. Leave requests should allow sufficient time for the line manager to make necessary arrangements to cover the work of an employee. Exceptions to this will be where short notice is given by an employee when an unforeseen and unavoidable event is the trigger for the leave request. Under such circumstances, a line manager will apply her/his judgment in deciding whether to refuse or grant the type of leave requested (or approve a different type of leave if this is more appropriate).

**2. Annual Leave**

2.1 If an employee starts or leaves part way through a month, she/he will receive a proportion of the holiday entitlement for that month - see the [part month holiday calculator](http://www.ucl.ac.uk/hr/docs/part_month_leave_calculator.xls). Fractions of half a day or less will be treated as half a day's annual leave and fractions of more than half a day will be treated as one day's annual leave.

2.1.1 Those engaged on an ‘as and when’ or ‘casual’ basis by UCL, accrue a pro-rata entitlement to paid Annual Leave (AL). To calculate paid leave entitlement, use the [calculator](http://www.ucl.ac.uk/hr/docs/leave_calculator.xls) and [instructions](http://www.ucl.ac.uk/hr/docs/leave_calculator.php).

2.1.2 The accrual of AL during a temporary assignment will be managed by the relevant labour hire agency. Entitlements to additional occupational leave will be rolled up as part of pay and paid as part of the rate agreed with the agencies.

**3. Bereavement Leave**

3.1 The granting of Bereavement Leave (including the determination of the length of time to be granted in such cases) is at the discretion of the line manager. Line managers will take into account the individual circumstances in each case and make an appropriate judgment about the amount of Bereavement Leave to authorise. Requests for leave on the grounds of bereavement can be made either verbally or in writing to a line manager but, once agreed, should be confirmed in a request sent via MyView.

**4. Career Breaks**

4.1 All Career Break requests from eligible employees must be made to the line manager in writing, explaining the reasons for the requested leave and providing the dates between which leave is being requested. The line manager will consider the request. The line manager will discuss the leave request with [HR Business Partnering](https://www.ucl.ac.uk/human-resources/policies-advice/advice-people-management-issues) and, if the request is agreed, the line manager will submit the ‘Unpaid Leave of Absence Notification Form’ at [Appendix D](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/draft_leave_policy_appendix_d.docx) via the Service in Partnership (SiP) system to be processed by the [HR Services Team](https://www.ucl.ac.uk/human-resources/working-ucl/hr-services), at least one month prior to the expected start date. Once the SiP form is submitted, the necessary adjustments will be made by the [HR Payroll Services](https://www.ucl.ac.uk/human-resources/pay-benefits/payroll/pay-dates-and-cut-dates) stopping payments to the employee for the duration of the Career Break. Career Breaks will not typically be granted for any longer than a maximum of 12 months. Any queries regarding this should be discussed in the first instance with [HR Business Partnering](https://www.ucl.ac.uk/human-resources/policies-advice/advice-people-management-issues).

4.2 For further information regarding the financial implications for Pension Scheme Members of taking a Career Break, please refer to [Appendix E](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/draft_leave_policy_appendix_e.docx) or contact [UCL Pensions Services](https://www.ucl.ac.uk/human-resources/pay-benefits/pensions).

**5. Personal Leave**

5.1 Managers should be sympathetic to requests for Personal Leave which are in line with the policy and try to accommodate them wherever it is reasonably practicable to do so.

**Carers’ Leave**

5.2 Where an unforeseen situation arises, the employee should contact their manager as early as possible to inform them of the problem and request leave. All requests (whether unforeseen or planned) should be confirmed via ‘MyView’. Where an employee has to accompany someone to a planned appointment, she/he should give as much notice as possible to the line manager.

5.3 If the line manager has reason to be concerned about the amount of leave being requested, she/he can require that the employee provides evidence in support of their request. Such evidence might include an appointment letter or a sickness certificate for the person being supported by the employee. If there is a charge levied for the provision of such a letter or certificate by an external body, on the production of a receipt or invoice for this charge, the employee may seek reimbursement.

**Domestic Emergency or other Crisis Leave**

5.4 Requests for Domestic Emergency or other Crisis Leave must be made directly to the line manager by the employee concerned. An employee should contact her/his line manager as soon as it is feasibly practicable to do so after an incident has occurred. Each request will be handled at the discretion of the line manager, who will operate within the spirit of this Policy. Requests are made through MyView.

**Religious and Cultural Observance Leave**

5.5 Any leave approved to enable an employee to undertake Religious and Cultural observance, should be recorded under the appropriate leave category when it is requested via MyView, i.e. as AL, Time off in Lieu or as unpaid leave.

**Unpaid Personal Leave**

5.6 Where an employee is granted in excess of 6 days Personal Leave in any rolling 12 month period, the line manager will submit the ‘Unpaid Leave of Absence Notification Form’ at [Appendix D](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/draft_leave_policy_appendix_d.docx) via the Service in Partnership (SiP) system to be processed by the [HR Services Team](https://www.ucl.ac.uk/human-resources/working-ucl/hr-services), and the deduction from pay will be processed at the subsequent [Payroll deadline](https://www.ucl.ac.uk/human-resources/pay-benefits/payroll/pay-dates-and-cut-dates). For guidance on the application of this procedure, line managers should speak to [HR Business Partnering](https://www.ucl.ac.uk/human-resources/policies-advice/advice-people-management-issues).

**6. Extended Carer’s Leave**

6.1 Before such leave can be granted, managers will need to ensure that they can cover the employee's workload. Ultimately, any decision to grant further unpaid Extended Carer’s Leave will turn on the balance of UCL's interests and those of the employee.

6.2 Any situation where an employee requires more than 6 months off will be treated sympathetically and practical, feasible alternatives considered, such as flexible or reduced hours and/or working from home. In such circumstances, an employee should be counselled by their line manager in consultation with [HR Business Partnering](https://www.ucl.ac.uk/human-resources/policies-advice/advice-people-management-issues) about the possibility of job-sharing their post or temporarily reducing their hours of work as an alternative to taking a complete break.

6.3 An employee wishing to apply for Extended Carer's Leave should do so in writing to her/his line manager, explaining why the leave is required and the date on which the employee wishes to start taking unpaid leave. If approved, the line manager will submit the ‘Unpaid Leave of Absence Notification Form’ at [Appendix D](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/draft_leave_policy_appendix_d.docx) via the Service in Partnership (SiP) system to be processed by the [HR Services Team](https://www.ucl.ac.uk/human-resources/working-ucl/hr-services), and the deduction from pay will be processed at the subsequent [Payroll deadline](https://www.ucl.ac.uk/human-resources/pay-benefits/payroll/pay-dates-and-cut-dates). Once agreed, the leave should be confirmed via MyView. If the line manager has reason to be concerned about the amount of leave being requested, she/he can require that the employee provides evidence in support of their request. Before making any such request, the line manager should discuss the situation with [HR Business Partnering](https://www.ucl.ac.uk/human-resources/policies-advice/advice-people-management-issues). Under such exceptional circumstances, if there is a charge levied for the provision of any requested evidence, on the production of a receipt or invoice for this charge, the employee may seek reimbursement from the Department.

**7. Jury Service**

7.1 As soon as an employee receives notification that she/he has been called to sit as a juror, she/he should inform her/his line manager. This will ensure that, where necessary, arrangements can be made to cover her/his absence. The initial 2 week period of Jury Service should be confirmed via MyView and updated as appropriate by the employee once the length of time for which she/he is required to serve as a juror becomes apparent.

7.2 Prior to commencing Jury Service, the Court Service will provide the individual with a ‘Loss of Earnings’ form. If, exceptionally, an employee’s Jury Service is extended beyond 100 days, she/he should discuss this with her/his line manager, with a view to determining whether or not UCL will continue to provide paid leave. If allocated to a case which is expected to extend beyond 100 days, the member of staff should pass the ‘Loss of Earnings’ form to her/his line manager, who will check the daily pay of the individual with [HR Payroll Services](https://www.ucl.ac.uk/human-resources/pay-benefits/payroll/pay-dates-and-cut-dates), and complete the form for the appropriate amount.

7.3 Whilst serving as a juror the member of staff will continue to be paid as normal. Where an employee has completed Jury Service spanning more than 100 days, the line manager will ask the employee to provide the remittance advice they received from the Court Service as confirmation of the sum received in respect of ‘loss of earnings’. This remittance advice should be forwarded to [HR Payroll Services](https://www.ucl.ac.uk/human-resources/pay-benefits/payroll/pay-dates-and-cut-dates) by the line manager, in order that they can make the necessary salary adjustment.

7.4 Under such circumstances, the University will make up any shortfall between the permitted ‘loss of earnings’ maximum amount and the employee’s full salary. In order to do this, an employee’s contractual pay will be reduced by the entire gross amount for the days they served as a juror for which they were paid a ‘loss of earnings’ allowance by the Court. A (taxable) addition with the description “ex gratia payment” will simultaneously be made to an employee’s pay to compensate her/him to the extent to which the Court Service’s ‘loss of earnings’ re-imbursement falls short of normal pay.

**8. Medical Appointment Leave**

8.1 Hospital, doctor or dentist appointments if for part of a working day should not be treated as sick leave and therefore not counted for statutory sick pay purposes. Such appointments should be arranged out of working hours if at all possible or so as to cause minimal disruption to the working day. Besides requesting leave for ‘Medical Appointments’ via MyView, the employee should provide her/his line manager with documentation from the clinic concerned confirming the appointment where appropriate. When the appointment requires a whole day's absence, this will be recorded as sickness absence.

**9. Public Duty Leave**

9.1 If an employee is elected or appointed into a role which requires that they request Public Duty Leave in order to undertake it, she/he should, in the first instance, write a letter to her/his line manager explaining the nature of the public duty, enclosing any relevant terms and conditions of service regarding the role. If the principle that an employee may request Public Duty Leave is agreed, the line manager will write back to the employee confirming the reason for the leave; the maximum number of days per annum for which the employee may apply in order to undertake her/his public duty; and the length of time (expressed in months) for which the period of office held by the employee undertaking public duties is expected to last.

9.2 Once the principle of permission to request Public Duty Leave has been established for a qualifying individual employee, she/he should request the relevant date/s as ‘Unpaid Leave’ via ‘MyView’, providing ‘Public Duty Leave’ as the reason. Such requests should be made as soon as an employee is advised by the public body upon which she/he serves as to the date/s on which she/he will be required to sit. Last minute changes to agreed dates for an employee to undertake public duties may occur by mutual agreement between an employee and the line manager, but where this occurs it should be requested and confirmed via ‘MyView’.

**10. Reserve Forces Leave**

10.1 Any employee who is considering putting themselves forward for the Reserve Forces or who is already a member of the Reserve Forces when she/he commences work with UCL, should provide written notification to her/his line manager of this.

10.2 Any request from UCL for an employee who has been called up to be made [exempt](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/469997/Reservist_Template_Call_Out_letter-publication-page.pdf) from their military service, to have it [deferred](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/469997/Reservist_Template_Call_Out_letter-publication-page.pdf) or [revoked](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/469997/Reservist_Template_Call_Out_letter-publication-page.pdf), must be made within 7 calendar days of the ‘call up notice’ being issued to the employee concerned. Under such circumstances, early advice should be obtained from [HR Business Partnering](https://www.ucl.ac.uk/human-resources/policies-advice/advice-people-management-issues).

10.3 A decision should be made by the Head of Department at the time of mobilisation, as to whether or not to terminate the contract of employment thus breaking an employee’s continuity of service with UCL or to place the individual on unpaid leave. The assessment of which course of action to implement will need to take into account any information on the likely length of the mobilisation and departmental requirements for cover. If it is unknown as to how long a mobilisation is likely to last for, the maximum period of 12 months can be assumed. If an employee is to be granted unpaid leave for any or all of the period during which she/he is undertaking military service or attending the annual training camp, Payroll should be notified to make any changes necessary to her/his salary, using the form at [Appendix D](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/draft_leave_policy_appendix_d.docx) (‘Unpaid Leave of Absence Notification Form’).

10.4 An appointment with UCL may be terminated for a mobilised reservist if the appointment is for a fixed term which expires during a period of military service. In the event that a post becomes redundant during a period of mobilisation, [the relevant guidance note](https://www.ucl.ac.uk/human-resources/guidance-notes-selecting-pool-staff-who-are-risk-redundancy) about selecting the pool of employees at risk of redundancy will be followed. The right of an employee undertaking military service to appeal against being made redundantwhilst mobilised**,** needs to be taken fully into account when determining how best to proceed. In such circumstances, line managers should seek early advice from [HR Business Partnering](https://www.ucl.ac.uk/human-resources/policies-advice/advice-people-management-issues).

10.5 If a person who has been mobilised makes an application for reinstatement of employment, where their post has been made redundant, she/he can seek suitable alternative work and be placed on the [Redeployment Register](http://www.ucl.ac.uk/adminsys/index.php?sys=REDEP) for a maximum period of 3 months, starting no earlier than 3 months before the end of their period of military service and no later than two weeks following that period of military service.

**11. Sabbatical Leave**

11.1 Line managers must inform all academic employees and Teaching Fellows of their future eligibility to apply for Sabbatical Leave as part of the induction process and of any particular arrangements within the department to facilitate Sabbatical Leave. An employee's aspirations for Sabbatical Leave and its intended outcomes should be discussed as part of the professional development discussion within the Appraisal process.

11.2 The Dean will discuss with potential Heads of Department their aspirations for Sabbatical Leave and will advise the Provost who will take these into consideration in proposing Headship appointments (and renewal of appointments) to Council. Sabbatical leave requests should be made to the relevant Head of Department, Dean, Vice-Provost or the Provost in writing on the Sabbatical Leave Application form at [Appendix D](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/draft_leave_policy_appendix_d.docx) to this Procedure or on a Faculty-specific form where these are in use.

11.3 The following criteria will be used when considering applications for Sabbatical Leave:

* The applicant must have successfully completed her/his probationary appointment, unless the applicant is returning from a prolonged period of Parental Leave and has insufficient service to have completed their probationary period
* Any previous Sabbatical Leave should have resulted in an appropriate outcome
* The period of Sabbatical Leave must have as its objective a clear outcome in furtherance of the individual's research or teaching
* The applicant must propose reasonable arrangements in relation to cover for teaching and administrative duties including interdisciplinary obligations
* Adequate notice must be given to arrange for the appropriate supervision of graduate students or for the delivery of a specialised course usually taught by the applicant.

Departments should contact their School Finance Team regarding the cost of sabbatical cover before agreements on Sabbatical Leave applications are reached.

11.4 Authority for the approval of Sabbatical Leave and the responsibility for arranging cover for the teaching and administrative commitments of applicants, rests typically with the Head of Department. In some faculties, these responsibilities rest with the Dean. This is always the case where the applicant is a Head of Department.

**12. Study Leave**

12.1 An employee wishing to request Study Leave should do so in writing, in the form of a letter or email sent to her/his line manager. The employee should identify the proposed course of study; explain how the study is related to her/his employed role at UCL; specify the amount of leave being requested during the relevant academic year of study; and state whether or not this leave is being requested as paid, unpaid or a combination of the two. The request should also identify:

* The provider
* Where and when the proposed development or study would start.
* The length of the course and the extent of the commitment required to complete it
* The qualification (if any) to which the course of study will lead.
* How their request will benefit UCL.
* How the course would strengthen their own career development.

12.2 All decisions regarding Study Leave should be made within 28 days of the submission of a request and must be impartial and fair. An employee granted Study Leave can be asked by the line manager to provide evidence of her/his course attendance and of the learning which has taken place as a consequence. If there is evidence that learning and the attainment of appropriate goals is insufficient, both approved Study Leave and any agreed financial support may be withdrawn at the discretion of the line manager. Any such decisions will be made as part of wider performance management processes and only after a discussion with the employee.

12.3 In deciding whether or not to grant Study Leave requested by an employee, the line manager will take into account the impact that approving the request may have upon the activity of the department and how this can be mitigated. Once approved, any period of Study Leave should be recorded via ‘MyView’ and where any element of such leave is to be unpaid, the line manager will submit the ‘Unpaid Leave of Absence Notification Form’ at [Appendix D](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/draft_leave_policy_appendix_d.docx) via the Service in Partnership (SiP) system to be processed by the [HR Services Team](https://www.ucl.ac.uk/human-resources/working-ucl/hr-services), and the deduction from pay will be processed at the subsequent [Payroll deadline](https://www.ucl.ac.uk/human-resources/pay-benefits/payroll/pay-dates-and-cut-dates).

**13. Time-Off In Lieu**

13.1 Where an employee has worked more hours than the number for which she/he is contracted, she/he should request to take back those hours as Time-Off in Lieu (TOIL) using ‘MyView’. TOIL cannot be taken unless and until it has been approved by the line manager. In order to request TOIL, it is necessary to accumulate a minimum of 3.65 hours additional time. The accumulation of significant amounts of TOIL is discouraged and line managers will therefore be as flexible as possible in enabling employees to take accumulated TOIL at the earliest possible opportunity, taking into account the need to sustain departmental activity at a satisfactory level.

**14. Visiting Relatives Abroad Leave**

14.1 The employee should advise their manager in writing 6 months in advance of their request to take extended leave and give approximate dates. This request should also indicate how the leave is to be accumulated and what proportion of it (if any) is being requested as unpaid leave. The line manager will respond in writing within 28 days of receiving such a request, to advise the employee as to whether or not it has been approved. Once approved, any period of Visiting Relatives Abroad Leave should be recorded via ‘MyView’ and where any element of such leave is to be unpaid, the line manager will submit the ‘Unpaid Leave of Absence Notification Form’ at [Appendix D](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/draft_leave_policy_appendix_d.docx) via the Service in Partnership (SiP) system to be processed by the [HR Services Team](https://www.ucl.ac.uk/human-resources/working-ucl/hr-services), and the deduction from pay will be processed at the subsequent [Payroll deadline](https://www.ucl.ac.uk/human-resources/pay-benefits/payroll/pay-dates-and-cut-dates).