UCL Human resources

**UCL Leave Policy**

**1. Purpose**

1.1 This Policy sets out UCL’s policy concerning entitlement to:

* Annual Leave
* Bereavement Leave
* Career Breaks
* Personal Leave
* Extended Carers’ Leave
* Jury Service
* Medical Appointments
* Public Duty
* Reserve Forces
* Sabbatical Leave
* Study Leave
* Time-off in Lieu
* Visiting Relatives Abroad Leave

**2. Scope**

2.2 This policy applies to all UCL employees.

2.3 This policy references all types of leave with the exception of [Sickness Absence](https://www.ucl.ac.uk/human-resources/sickness-absence-policy) and the following types of [Parental Leave](https://www.ucl.ac.uk/human-resources/ucl-parental-leave-and-pay-policy): maternity, paternity/partners, adoption, fertility, ordinary parental, shared parental and surrogacy leave.

**3. Definitions**

3.1 See [Appendix A](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/draft_leave_policy_appendix_a.docx) for definitions and abbreviations used throughout this Policy and Procedure.

**4. Policy**

4.1 This Policy outlines an employee’s eligibility for and entitlement to paid and unpaid leave[[1]](#endnote-1). Eligibility for various types of leave is expressed in this Policy in terms of that enjoyed by full-time employees and this should be treated as being pro-rata for those working part-time, unless otherwise stated. The amount of leave of any type for which an employee is eligible to request is (unless otherwise stated) accrued according to an employee’s continuity and length of service with UCL. Where a minimum length of service is required for an employee to be considered eligible for a given type of leave, eligibility is accrued at the same rate for part-time employees as for those working full time.

4.2 ‘Pay’ and ‘hours’ are distinctive elements of entitlement to any type of leave. An employee who works an atypical pattern of hours should, so far as is practicable, be treated no more or less favourably in the application of this Policy than an employee working typical hours. An employee working an atypical pattern of hours should (over a 12 month period) expect no more or less paid time off work than that enjoyed by colleagues working typical shift patterns. For guidance regarding the application of this Policy, in the first instance see the Procedure at [Appendix B](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/draft_leave_policy_appendix_b.docx) or for advice, contact [HR Business Partnering](https://www.ucl.ac.uk/human-resources/policies-advice/advice-people-management-issues).

**5. Annual Leave**

5.1 The leave year runs from 1st October until 30th September. Full time employees are entitled to twenty-seven days paid Annual Leave (AL) in each leave year, unless entitlement varies due to conditions in place for employees who have transferred into UCL from another employer[[2]](#endnote-2). This is in addition to the days on which UCL is customarily closed and to statutory public holidays.

5.2 Employee are required to give reasonable notice for taking AL. AL shall be taken at such times as approved in advance by the line manager. For employees with teaching responsibilities, AL is normally taken outside of the teaching period. All requests to take AL submitted by employees of UCL holding honorary contracts with NHS Trusts as Clinical Consultant Academics, are subject to approval by both the relevant line manager at UCL and the Clinical Director/Clinical Head of Service of the NHS Trust at which the honorary consultant contract is held.

5.3 There may be periods throughout the year where A/L is limited or restricted due to local service commitments. Line managers are required to make staff aware of this during their probation and/or induction. Requests for exceptions will be considered locally on a case by case basis.

5.4 No payment will be made in lieu of annual leave that has not been taken, except in respect of the year of termination of employment when the amount of such payment in lieu shall be 1/260th of the employee’s full time equivalent salary for each untaken day of the entitlement. If on termination of employment the employee has taken more AL than has been accrued, UCL shall be entitled to deduct the excess AL from any payments due to the employee. This will be calculated at 1/260th of the employee’s full-time equivalent salary for each excess day.

5.5 A maximum of five days[[3]](#endnote-3) annual leave can be carried forward to the next leave year although in exceptional circumstances more days can be carried over (see the section of this document covering [Sickness and Annual Leave](#Sickness), from paragraph 18; the section covering [Visiting Relatives Abroad](#visiting), from paragraph 79; paragraph 4.52 of the [UCL Parental Leave Policy](http://www.ucl.ac.uk/hr/docs/parental-leave.php); and section 5 of the [UCL Parental Leave and Pay Procedure](http://www.ucl.ac.uk/hr/docs/parental-AppendixB.docx)).

5.6 There are normally eight public and statutory holidays: New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday, Late Summer Bank Holiday, Christmas Day and Boxing Day.

5.7 There are up to six [UCL Closure Days](http://www.ucl.ac.uk/staff/term-dates/) per annum, with the actual dates being determined each year by UCL.

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| One or more calendar months employment | 1/12th of 27 days for each completed calendar month (pro-rata for part-time employees). |

The proportion of AL to be granted for service of less than twelve months during an employee's first and last leave years is as follows:

5.8 If an employee starts or leaves part way through a month, she/he receives a proportion of the AL entitlement for that month - see the [part month holiday calculator](http://www.ucl.ac.uk/hr/docs/part_month_leave_calculator.xls).

5.9 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.

5.10 Employees will have the opportunity to purchase up to 10 days additional leave (pro rata for part time staff) in each leave year, with deductions in pay spread over 6 months. Employment will not be broken during any unpaid period(s) of leave and continuous service will be maintained. Approval of any purchase for additional annual leave is not guaranteed and would always be subject to the operational requirements of the service.

**Sickness and Annual Leave**

5.11 Statutory holiday entitlement provided for by the Working Time Regulations 1998[[4]](#endnote-4) accrues during paid and/or unpaid [long term](http://www.ucl.ac.uk/hr/docs/sickness_absence_appxE.php)sick leave. Long term sick is defined as a continuous period of 4 weeks or more sickness absence. Employees on long term sick leave accrue entitlement to 20 days paid statutory AL per annum throughout the leave year. Entitlement to paid leave for the eight UK public holidays arises on those days and is accrued during periods of sick leave only if an employee is off work due to illness on a public holiday. Contractual AL, including paid leave during [UCL Closure Days](http://www.ucl.ac.uk/staff/term-dates), is not accrued during periods of long term sick leave. Any entitlement to contractual AL which is accrued prior to an employee commencing a period of sick leave, may be taken by the employee during that period of sick leave.

5.12 An employee may take their statutory AL whilst on long term sick leave and receive their normal rate of pay whilst doing so.

5.13 If an employee does not wish to take statutory AL during long term sick leave, the employee is permitted to take this later in the same leave year when she/he has returned to work. Where an employee is unable to take statutory AL in the respective leave year due to continued sickness, she/he is permitted to carry forward unused statutory AL for up to a maximum of 18 months from the commencement of the relevant period of long term sick leave. No payment is to be made in lieu of statutory AL not taken except in the year of termination of employment.

5.14 If an employee is sick at the start or part way through their annual leave, she/he is required to report their absence in line with the sickness absence policy and provide a fit note for the duration of their sickness in order to reclaim annual leave days lost due to sickness. Fit Notes should be provided promptly (normally no later than a week after the start of the certifiable absence) and at regular intervals thereafter. UCL will not backdate sick pay on late receipt of Fit Notes, without a reason acceptable to UCL

**Casual Workers Annual leave**

5.15 Anyone contracted to work for UCL on either a casual or ‘as and when’ basis, accrues a pro-rata entitlement to 41 days paid AL, on the basis of 27 days’ annual leave and 8 days’ public holiday and 6 closure days per annum. Entitlement to pro-rata paid time off for public holidays arises only if a public holiday occurs at the time a casual worker is contracted to work for UCL.

**Paid Annual Leave Accrued Whilst Working Contractual Overtime**

5.16 Paid contractual overtime, guaranteed and non-guaranteed, shall be taken into account when calculating payment for AL. Employees working up to 36.5 hours will receive a pro rata entitlement of 27 days’ pay per annum of AL whilst undertaking this overtime. Employees working over 36.5 hours will receive a pro-rata entitlement of 20 days statutory pay per annum in recognition of entitlement to AL accrued whilst undertaking this overtime.

**Parental Leave and Annual Leave**

5.17 Contractual AL (including public holidays and closure days) accrues during all types of paid and unpaid [Parental Leave, with the exception of periods of Ordinary Parental Leave, during which an entitlement to 28 days per annum statutory AL is accrued](https://www.ucl.ac.uk/human-resources/ucl-parental-leave-and-pay-policy).

**6. Bereavement Leave**

6.1 Bereavement leave applies to all employees and there is no qualifying period. Employees may be granted up to a total of 5 days paid time off following the death of any of the relatives listed below:

* Own child, stepchild or grandchild
* Next of kin or nominated next of kin
* Partners (including opposite and same-sex couples)
* Parents
* Parents of partner, if the employee is responsible for funeral arrangements.
* Sibling

6.2 Employees may be granted up to 2 days paid time off following the death of an immediate close relative not listed above (E.g. Cousin, Aunt, Uncle or Grand Parent).

6.3 These provisions are not meant to limit the manager's discretion as each request for such leave should be judged on the circumstances of the cases. Managers should be sympathetic to individual requests for annual leave to cover other contingencies relating to a bereavement and further unpaid leave may be granted at the discretion of the line manager.

6.4 If the employee has to travel to another country (e.g. where the funeral is to take place or where her/his family lives) Bereavement Leave may be extended up to a further 5 days paid time off, i.e. a maximum total of 10 days. Such cases will be assessed individually according to the distance to be travelled.

6.5 Where appropriate, employees may be granted up to 1 day's paid leave to attend a funeral of a close friend or other relative. Where a close relative is seriously or critically ill, please see the section of this Policy on Carers’ Leave, which may be applicable.

**7. Career Breaks**

7.1 Employees with two years’ continuous service may request an unpaid Career Break from UCL for a period of up to 12 months to undertake career or personal development. Career Breaks can also be an effective means of retaining a skilled and experienced employee whose commitments outside of work may mean that if she/he does not take a Career Break, the only alternative might be to leave UCL.

7.2 Continuity of service is maintained and will count towards continuous service for statutory purposes. However, the period of the break will not itself count as reckonable service for the purposes of pension, increments, sick leave, annual leave, maternity leave and redundancy rights. These provisions will be suspended for the period of the break.

7.3 Any annual leave owing must be taken before the commencement of the career break.

7.4 UCL does not pay employer’s pension contributions during agreed periods of unpaid leave

7.5 An employee is not normally at liberty to work for another employer or carry out other paid work for UCL during a Career Break, except for undertaking voluntary work or an existing secondary job outside of UCL and outside of normal working hours. Any intention to undertake such additional employment, must be discussed with and agreed by an employee’s line manager, prior to any work being started.

7.5 Each application for a Career Break is considered on its merits and the decision as to whether or not to grant it is at UCL’s ultimate discretion. The following are examples of factors that may be taken into account:

* The potential cost of the Career Break to UCL;
* UCL's ability to recruit someone with the necessary skills and experience to cover the post temporarily for the period during which the employee wishes to be absent;
* UCL’s need to retain the employee’s specific skills, knowledge and experience;
* The number and length of any previous Career Breaks taken;
* The employee’s performance record; and
* The potential benefits to UCL of the proposed Career Break.

7.6 Following an approved Career Break, an employee will return to work either in her/his substantive position or, if that is not reasonably practicable, in a job of equivalent seniority and on terms and conditions not less favourable than those which applied to the employee prior to the Career Break. If an employee resigns during a Career Break, she/he is still contractually obliged to serve the relevant notice period.

7.7 Advice may be sought from [HR Business Partnering](https://www.ucl.ac.uk/human-resources/policies-advice/advice-people-management-issues) regarding Career Break arrangements.

**8. Personal Leave**

8.1 UCL recognises there are circumstances which may arise where an employee requires time off work for reasons of personal significance, such as caring responsibilities, a domestic crisis and religious or cultural observance. Up to 6 days paid personal leave may be granted within a rolling 12 month period. Employees may be granted up to a further 5 days unpaid leave per year.

Personal Leave may be granted to all employees regardless of length of service. In all cases, the amount of leave requested and approved should be limited to the amount of time that is reasonable in the circumstances. Employees are not required to exhaust their AL entitlement before personal leave is granted.

Circumstances under which an employee may request such leave include, but are not limited to:

 **8.2 Domestic Crisis**

Burglary

Domestic violence

Vehicle theft/damage

Flooding or fire damage to home

Relationship breakup

In cases where an employee has experienced domestic violence or where a line manager suspects that she/he has experienced domestic violence, it is imperative that line managers deal with the issues in a sympathetic and confidential manner so that the employee concerned feels able to request leave in line with this policy. [HR Business Partnering](https://www.ucl.ac.uk/human-resources/policies-advice/advice-people-management-issues) should be contacted for advice where necessary.

**8.3 Carers Leave**

Carers’ Leave[[5]](#endnote-5) applies to employees who have caring responsibilities for dependants, including those listed below:

* Own child or stepchild
* Next of kin or nominated next of kin
* Partners (including opposite and same-sex couples)
* Parents
* Parents of partner, if the employee is the main or sole carer.

Carers’ Leave may be granted for reasons other than those in the list of examples below, provided that such reasons are within the spirit of this Policy. Typical situations in which Carers’ Leave might be granted include:

* Illness of a dependant
* Meetings to organise and plan caring arrangements
* Where a breakdown in established caring arrangements occurs
* Unexpected Nursery or School closure
* Child-minder sickness
* Accompanying a dependant to a medical appointment where it has not been possible to arrange the appointment outside of working hours

Any entitlement to [Ordinary Parental Leave](https://www.ucl.ac.uk/human-resources/ucl-parental-leave-and-pay-policy) shall be reduced by any period of Carers’ Leave used by an employee to care for their child or stepchild.

**8.4** **Religious Leave and Cultural Observance**

Religious Leave and Cultural Observance applies to all employees who may require time off to observe or celebrate a particular religious or cultural occasion or for a break in order to pray.

**9. Extended Carer’s Leave**

9.1 To be eligible for Extended Carer’s Leave, an employee must have a minimum of 1 year’s continuous service and is at the discretion of the line manager. An employee may request Extended Carer’s Leave to look after someone who is recovering from a serious illness or who is terminally ill. Under such circumstances, the line manager may allow the employee to take up to 10 days paid Extended Carer’s Leave in a leave year (or a maximum of 20 days paid leave in exceptional circumstances). Further additional unpaid Extended Carer’s Leave may be granted, for up to a combined period of 6 months in total in exceptional circumstances. This exceptional provision of unpaid Extended Carer’s Leave is not pro-rata for part-time employees. An employee cannot be granted both paid Carer’s Leave and paid Extended Carer’s Leave in a leave year.

9.2 During agreed periods of unpaid Extended Carer’s Leave, continuity of service is maintained with the employment contract remaining in place.

9.3 During periods of unpaid Extended Carer’s Leave, entitlement to contractual leave is not accrued whereas entitlement to statutory AL continues to accrue. An employee granted such unpaid leave, may request to take accumulated AL entitlement once she/he has returned from a period of unpaid Extended Carer’s Leave. The rules surrounding the accrual of statutory AL during exceptional periods of unpaid Extended Carer’s Leave are otherwise equivalent to those applied to employees on [long term sickness/absence leave](https://www.ucl.ac.uk/human-resources/sickness-absence-policy-appendix-e-formal-procedures-managing-sickness-absence) (see paragraphs 0 to 0 above).

9.4 Where hours are reduced on a temporary basis the individual's salary would normally also be reduced but UCL would maintain the full employer's superannuation contribution where the employee is prepared to maintain the full employee's contribution.

9.5 Any entitlement to [Ordinary Parental Leave](https://www.ucl.ac.uk/human-resources/ucl-parental-leave-and-pay-policy) shall be reduced by any period of Extended Carer’s Leave used by an employee to care for their child or stepchild.

**10. Jury Service**

10.1 Any employee may be called up for Jury Service. Typically, this is for a period of 2 weeks although the period of service may be longer.

10.2 Any employee called up for Jury Service is granted paid leave of absence whilst carrying out Jury Service, although this may vary where an employee is required to serve for longer than 100 days. Exceptionally, where the granting of leave to undertake Jury Service is likely to cause damage to the business of UCL, otherwise compromise the work of the University, or where an employee may be exempt from the need to undertake Jury Service, the line manager may ask the employee concerned to apply to be excused from Jury Service altogether or for the service to be deferred. UCL will not pay any expenses related Jury Service.

10.3 During the period in which an employee is attending court as a juror, she/he will not be expected to attend work.

**11. Medical Appointment Leave**

11.1 Any employee who needs to attend a scheduled or prescribed medical appointment or course of treatment during any part of her/his working day with:

* A GP
* A hospital outpatients department
* A dentist
* Other qualified medical practitioner

 concerning a medical condition, should try to book appointments outside of core time, at the beginning or end of the day. Where this is not practicable, it may be possible for an employee to agree with her/his line manager that she/he can work from home on the day of a medical appointment, thereby minimising disruption to her/his work. Time taken during normal working hours for the above appointments is paid. Requests for medical leave must be made in advance and granting it is at the discretion of the line manager. An employee may be asked to reschedule an appointment if its timing would cause disruption to the business of UCL. If an appointment requires a whole day's absence, this is treated as sickness absence and recorded accordingly. Appointments relating to surgery or dentistry for cosmetic purposes should be arranged outside working hours or taken as AL or unpaid leave.

11.2 Leave requested in order to attend hospital or doctor's appointments which last for part of a working day, as part of the process of transitioning to a different gender during gender reassignment, is treated as Medical Appointment Leave. Line managers should promote a flexible stance wherever possible with regards to approving leave to enable an employee to undergo gender reassignment surgery. See the [HR guidance](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/trans_guidance_1.pdf) or contact [HR Business Partnering](https://www.ucl.ac.uk/human-resources/policies-advice/advice-people-management-issues) for further advice if required with regards to supporting an employee through the process of gender reassignment.

11.3 See the [UCL Parental Leave Policy](https://www.ucl.ac.uk/human-resources/ucl-parental-leave-and-pay-policy) at paragraph 4.8 for guidance regarding the eligibility and entitlement to leave for employees needing to attend antenatal appointments and the same [Policy](https://www.ucl.ac.uk/human-resources/ucl-parental-leave-and-pay-policy) from paragraph 4.61 for guidance concerning leave for those undergoing fertility assessment and treatment. See the [Sickness Absence Policy, Appendix A, section 2](https://www.ucl.ac.uk/human-resources/sickness-absence-policy-appendix-e-formal-procedures-managing-sickness-absence) for leave taken on other medical grounds including but not limited to disability-related leave.

**12. Public Duty Leave**

12.1 Employees who hold public office including but not limited to:

* Ward Councilor
* Lay Magistrate
* Tribunal Wing Member
* Lay expert sitting on public bodies and committees
* School Governor
* Special Constable

12.2 Employees may be granted reasonable time off, in consultation with and at the discretion of the line manager, in order to undertake such public duties. Leave granted in order to undertake public duties is unpaid.

12.3 Accrual of annual leave and eligibility to apply for other types of leave is unaffected when an employee is granted Public Duty Leave. Provided that the role is in line with the requirements of UCL Policy concerning leave for public duties; the granting of leave to the employee does not disrupt the business of UCL; or constitute a conflict of interest for the employee concerned; the line manager will, at her/his discretion, permit the employee to take up to 20 days unpaid leave per annum in order that the employee can undertake the public duty concerned. This maximum allowance includes any time off spent on preparatory work or attending training courses in relation to public duty roles. The minimum period for which Public Duty Leave can be booked is 0.5 days. An employee will not normally be permitted to take Public Duty Leave for more than one role, meaning that if an employee already has permission to undertake public duties during work time, she/he will not usually be permitted to take Public Duty Leave in order to serve on a second body. Where, exceptionally, this does occur, a maximum of 40 days unpaid leave may be granted by the line manager so that the employee can undertake both roles.

**13. Reserve Forces Leave**

13.1 Any employee may be a reservist with the Armed Forces. An employee who is a member of the Reserve Forces, has a statutory right to two weeks off in order to attend an annual training camp. This is not paid time off, although an employee may choose to use some of her/his AL or request unpaid leave in order to attend the camp.

13.2 Mobilisation is the process of calling Reservists into full-time service with the Regular Forces to play an essential part in military operations. Under the provisions of the Reserve Forces Act 1996, all Reservists are committed to this possibility and expected to accept ‘the call up’. The Services aim to give employers and their Reservist members of staff a full 28 days' notice of the date when they must report for duty. In the event of short-notice operational mobilisation, as little as 7 days’ notice may be given. The permission of the line manager must be obtained before such service is undertaken. Employees called up to compulsory full military service should receive a letter to give to their employer, as well as their own call-up papers.

13.3 UCL can ask for the [deferral, revocation or exemption](https://www.gov.uk/employee-reservist/mobilisation) from mobilisation of an employee if its research or commercial activity would be damaged by her/his absence. UCL faces prosecution if it does not allow an employee to be mobilised when a request for deferral, revocation or exemption has not been made or approved. In the event that an employee is mobilised, this will be for between 3 to 12 months. UCL can apply for compensation from the [Ministry of Defence](https://www.gov.uk/employee-reservist/financial-support-for-employers) to cover the additional costs incurred as a result of an employee undertaking military service, including the cost of retraining that employee when she/he returns to work: for further advice regarding this contact [HR Business Partnering](https://www.ucl.ac.uk/human-resources/policies-advice/advice-people-management-issues).

13.4 An employee may seek a voluntary posting, but only with the prior permission of her/his line manager. Time off to undertake such voluntary activity is not a statutory right.

13.5 It is an offence to terminate a person’s employment without their consent because of her/his liability to be mobilised for military service. Termination of employment after a person has been mobilised is permitted. If a person who has been mobilised makes an application for reinstatement of employment, UCL has a duty to reinstate the person to her/his former role (where this still exists) or, where practicable, to offer reengagement into the most suitable alternative employment available at the time.

13.6 A mobilised reservist is entitled to remain a member of an occupational pension scheme provided that she/he continues to pay her/his contributions to the scheme. In these circumstances the Ministry of Defence will pay the employer contributions that would have been made by UCL.

13.7 Contractual notice periods for reservists are the same as for all other employees. An employee called up for military service, does not accrue entitlement to statutory or contractual AL during that service but, if she/he is not made redundant, continuity of service is maintained.

**14. Sabbatical Leave**

14.1 All academic employees[[6]](#endnote-6) who are Lecturers, Senior Lecturers, Readers and Professors and Teaching Fellows are eligible to apply for Sabbatical Leave upon successful completion of her/his probationary period.

The following criteria will be considered in relation to applications for sabbatical leave

* 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 possible for the supervision of graduate students or provision of a specialised course.

14.2 Sabbatical Leave is paid leave which is free from administrative tasks, research or teaching duties, enabling the employee granted such leave to undertake research, curriculum redesign or other appropriate study related to her/his academic or professional field. Such leave is granted so as to assist employees in maintaining the high calibre of research, scholarship, teaching and innovation for which UCL is renowned.

14.3 Sabbatical Leave may be granted at the discretion of the line manager, for one academic term, once the employee has at least three years continuous employment with UCL. This is not a cumulative eligibility and the equivalent of one term is the maximum period for which Sabbatical Leave can be granted. In addition, Teaching Fellows and research active academic employees returning from [Parental](https://www.ucl.ac.uk/human-resources/ucl-parental-leave-and-pay-policy), Extended Carer's or long term [Sickness Leave](https://www.ucl.ac.uk/human-resources/sickness-absence-policy-appendix-e-formal-procedures-managing-sickness-absence), for a continuous period of 3 months or more, are eligible to request the equivalent of one term of Sabbatical Leave, without teaching, administrative and related commitments. In the case of those returning from any qualifying period of Parental Leave, this entitlement is irrespective of length of service. This leave enables employees to quickly re-establish their research activity and must be requested by the end of the first term following return to work.

14.4 An employee not attending work due to a period of Sabbatical Leave, should stay in regular contact with her/his Department to ensure that she/he is aware of relevant current events and developments. By the end of a period of Sabbatical Leave, the employee granted the leave is expected to produce tangible outcomes in furtherance of their research or teaching. A report confirming the achievements attained during each period of Sabbatical Leave must be submitted to the employee’s line manager within two months of return.

14.5 Departmental Strategic Plans should identify Sabbatical Leave priorities and the provision of cover for Sabbatical Leave.

**15. Study Leave**

15.1 It is UCL's policy to encourage learning and professional development for all employees. Any employee may apply for Study Leave. Leave is awarded at the discretion of an employee’s line manager. The amount of Study Leave permitted should be determined in light of examination, assessment and study methods. For example, this could be one day revision and one day attendance per exam, or one day per module where continuous assessment is undertaken (subject to the number and complexity of modules). The maximum number of days Study Leave allowed is usually limited to eight per academic year.

15.2 If an employee is unsuccessful in passing a course of study and requests further study leave to retake assessments or part or the whole of the course, it will remain at the line manager’s discretion whether to continue to award study leave, within the usual limit of eight days per academic year.

15.3 Paid Study Leave is granted only where the course of study being followed is related directly to an employee’s work and role within UCL. Where employees wish to pursue development that is not directly related to their work and role, paid study leave will not be available but unpaid study leave may be granted at the discussion of the line manager.

15.4 Employees who request unpaid leave to pursue continuing professional development that is not related directly to their current role must pay for the training they wish to undertake.

15.5 An employee’s continuity of service is maintained during periods of Unpaid Study Leave.

15.6 Where the need to complete a programme of part-time study has been identified as necessary to enable an employee to increase effectiveness in her/his current job or continue her/his professional development in that role, she/he may apply for discretionary funding from the [Study Assistance Scheme (SAS)](http://www.ucl.ac.uk/hr/od/sas/). An employee’s need for relevant personal development should have been identified and recorded through the Appraisal, Review and Development Scheme.

15.7 Consultant Clinical Academics have separate conditions governing entitlement to and the application process for Study Leave. These are contained in the ‘UCEA Guide to the Employment of Clinical Academic Doctors and Dentists in Higher Education Institutions’, an abstract from which appears as Appendix F to this Policy.

**16. Time-Off In Lieu**

16.1 Time worked in addition to the contractual working week by employees in all grades, is compensated for by providing equivalent paid Time-Off In Lieu (TOIL) where the line manager has agreed in advance that additional hours are required to be worked. Such TOIL may be taken in addition to AL, at a time agreed in advance with the line manager. It is not expected that employees at Grade 7 and above will be included within formal flexitime schemes.

16.2 On occasion, where TOIL is not practicable for those employed in Grades 1-6, overtime may be paid for hours worked above the contractual working week. See the [UCL Overtime policy](https://www.ucl.ac.uk/human-resources/overtime).

**17. Visiting Relatives Abroad Leave**

17.1 Some employees have close relatives abroad whom they may wish to visit for an extended period. In such circumstances, an employee with a minimum twelve months continuous service, may give 6 months’ notice of an intention to apply to take an extended period of leave (of up to a maximum of 6 weeks in any twelve month period) subject to the needs of the Department.

17.2 The equivalent of up to 6 weeks entitlement to AL may be accumulated for this purpose by transferring unused AL from the preceding leave year. Employees must however take a minimum of 28 days (pro rata) AL every year, including bank holidays and closure days. Where an employee has not accumulated sufficient AL to take an extended holiday, the line manager may grant up to one month's unpaid leave to add to paid leave which has been accumulated (to a maximum of 6 weeks in total). An employee’s continuity of service is maintained during approved periods of extended leave granted for visiting relatives abroad.

17.3 Permission to take extended AL would not normally be granted more frequently than once every three years.

**Monitoring and Review**

The HR Policy and Planning Team will keep the operation of this policy under review.

**Appendices:**

**Appendix A: Summary Table of Leave Eligibility and Entitlement**

**Appendix B: Procedure for Booking and Requesting Leave**

**Appendix C: Payment of accumulated entitlement to statutory Annual Leave for Casual Workers and employees undertaking non-guaranteed overtime (to be added)**

**Appendix D: Forms, including notification to payroll of Unpaid Leave and Sabbatical Leave application (subject to amendment/updating)**

**Appendix E: Pensions implications for those taking prolonged periods of unpaid leave (subject to review by SC-S)**

1. Employees who are sponsored migrants should be aware of the specific limitation that UK Visas and Immigration places on their ability to undertake a prolonged period of unpaid leave. Paragraph 26.21 of the relevant [Guidance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/492799/Tier_25_guidance_11-15_word_v1_1_addendum.pdf) states:

“If a sponsored migrant wishes to take a longer period of other unpaid leave…” (the employer) “…must stop sponsoring them and report this…”.

Under such circumstances, UCL would be under a legal obligation to withdraw the certificate of sponsorship, thereby triggering the termination of the employment contract. [↑](#endnote-ref-1)
2. UCL introduced the entitlement to 27 days AL as a result of implementing the Pay Framework Agreement in May 2006. Specific groups of staff in post at the time had the option to retain their original AL and hours of work. Employees who rejected the new terms and conditions on offer as a result of the Pay Framework Agreement have retained their original terms and conditions. Employees who TUPE transferred into UCL from another employer may have different leave entitlements. Employees on IOE Terms and Conditions, Grade 1 – 5 :25 days leave and Grade 6 – 10: 30 days leave [↑](#endnote-ref-2)
3. Employee on MRC terms and conditions are entitled to 10 days carry over. [↑](#endnote-ref-3)
4. 5.6 weeks (28 days) including statutory and bank holidays (from 1 April 2009). [↑](#endnote-ref-4)
5. The Employment Rights Act 1999 (ERA) gives a right to every employee, regardless of length of service, to take a reasonable amount of unpaid time off work "to take action which is necessary" to help when a dependant gives birth, falls ill or is injured or assaulted. This right does not affect an employee’s continuity of service and related statutory rights. [↑](#endnote-ref-5)
6. IOE Researchers with protected academic status are eligible to apply for IOE Academic Study Leave, further information is available on the [IOE HR website](http://www.ucl.ac.uk/hr/ioe/index.php). [↑](#endnote-ref-6)