



Unpaid Leave for Limited Periods*

*normally a maximum of two weeks at any one time

Note: An application should only be made under this procedure when unpaid leave is not available under any other scheme (eg maternity leave, parental leave, time off for dependents).

Notice of Leave	1	A written application, using the Application for Unpaid Leave form at the end of this document, should be given to the Faculty Human Resources Manager or Head of Support Department, normally at least 28 days before the day on which the leave is to be taken, and should specify the number of days of unpaid leave already taken in the relevant leave year and the reason for the request. Note: Where unpaid leave is taken because (paid) compassionate leave has been exhausted, a written application is not required and the notice given only needs to be what is reasonable in the circumstances.
	2	Unpaid leave is subject to working requirements and must be approved by the Head of Academic Department for members of academic staff and the Head of Faculty Administration/Head of Support Department for members of professional staff.
Effect on Annual Leave Entitlement	1	Unpaid leave taken under this scheme does not count towards the calculation of annual leave entitlement and the member of staff's annual leave entitlement will be revised accordingly. The Faculty Human Resources Manager or Head of Support Department will inform the member of staff of the revised leave entitlement.

	2	In certain circumstances (for example, where unpaid leave is taken because compassionate leave has been exhausted), and subject to the agreement of Human Resources, unpaid leave may be disregarded for the purposes of calculating annual leave entitlement.
Occupational Pension	1	Unless the member of staff arranges otherwise, contributions will not be paid during absences on unpaid leave.
	2	A member of staff can arrange for a special contribution to be paid – in such cases, the member of staff will have to pay both her/his contribution and that of the Institute.
	3	It is suggested that members of staff give careful consideration to paying the special contribution, as non-payment can affect their position in relation to benefits under the relevant scheme (eg the amount of the final pension, payment of a death-in-service benefit).
	4	Advice on the implications of non-payment of contributions is available from the Payroll Section in the Finance Department, who will also arrange for the member of staff to pay the special contribution if desired.
Where an Application is Not Approved	1	If a member of staff should feel that her/his application for unpaid leave has been unreasonably refused, she/he should approach Human Resources in the first instance.
	2	Where the issue is still not satisfactorily resolved, the member of staff may consider raising a formal grievance.

Approved by the Finance and General Purposes Committee at its meeting on 28 October 2008

31 October 2008



Application for Unpaid Leave for a Limited Period*

*normally a maximum of two weeks at any one time

Note: This form should be used only in cases of unpaid leave not taken under any other scheme (eg maternity leave, parental leave and time off for dependents).

Please give the completed form to your Faculty Human Resources Manager or Head of Support Department at least 28 days before the day on which the leave is to be taken.

Name:

Faculty/Support Department:

I wish to apply for unpaid leave on the following day(s) on which I would normally work:

because:

I have taken the following number of days' unpaid leave in the relevant leave year (1 October to 30 September):

Signature:

Date:

Faculty/Support Department Authorisation

Please delete which of the following does not apply:

either: **Faculty Human Resources Manager:**

The above application has been approved by the Head of Academic Department or Head of Faculty Administration, as appropriate

or: **Head of Support Department:**

I approve the above application.

Name:

Signature:

Date:

Please send the completed form to the Human Resources Department.

For Human Resources use only: noted on database – payroll informed