

## **LEAVE OF ABSENCE FOR ACADEMIC PURPOSES**

This document refers to leave of absence granted for reasons related to academic purposes, including research, teaching and learning. Some procedural details vary, according to individual Faculty arrangements, such as the maximum period of leave during term-time that may be granted by the Head of School.

Leave of absence during the vacation and for limited periods during term time is granted at the discretion of the Head of School. In all other cases, approval must be sought from the Faculty Pro-Vice-Chancellor. The University is committed to enhancing its overall performance in research and teaching and to providing appropriate opportunities for individual members of staff to pursue their own academic development. Study leave exists to promote both these objectives. Study leave is granted as a privilege, each application being considered on its merits; it is not a contractual right or entitlement. As a guideline, it is expected that members of academic staff may be granted up to four consecutive months' leave for every four years of service. Different or more frequent periods of leave may also be granted where appropriate. To minimize the disruption to teaching activities, periods of leave should not straddle two semesters. Study leave is generally made possible by the redistribution of work within a School; full consultation with all who may be concerned with arrangements to cover teaching and administrative responsibilities is therefore essential well in advance of the proposed leave.

Leave is generally granted on a fully-paid basis, although other conditions may apply depending on the activities to be undertaken, the level of any external financial support, and whether any replacement costs are incurred. Where possible, external funding should be sought.

Members of staff may be required to submit a report to the Head of School describing what has been achieved against the objectives set out in the application for leave.

Application forms and further information are available on the HR Intranet at [www.ncl.ac.uk/hr/leave/academic.php](http://www.ncl.ac.uk/hr/leave/academic.php).

Any queries should be addressed to your Faculty HR Adviser.