## MDX Logo.JPG

## Produced by Human Resources

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**Human Resources Policy Statement HRPS14**

**Sabbatical Leave**

1. **Introduction**
	1. Middlesex University recognises the value to an individual member of staff and to the University of a period of sabbatical leave. It will, therefore, consider on merit and **within available resources** applications for sabbatical leave with or without pay as a part of planned staff development and/or research programmes.
2. **Scope**
	1. Sabbatical leave is defined as a period of leave, normally up to six months and not more than twelve months in duration, during which time a member of staff completes an agreed programme of work as part of a planned staff development or research programme.
	2. The sabbatical leave policy and procedures specifically apply to leave to undertake a programme of work in support of School or Service strategic goals. Applications for leave of absence to undertake activities not directly relevant to the individual’s work role(s) or not in support of School or Service strategic goals can be considered under its [Career Break Policy](https://www.intra.mdx.ac.uk/_media/_intranet/document-library/h/HRPS17-Career-Break-Oct-2014.pdf).
	3. Sabbatical leave is normally available to all permanent staff who have been employed by the University for a period of five years and every five years thereafter. It is not, however, a contractual right and applications will be considered on its merits (see paragraph 4.4) and within available resources.
	4. Agreed applications should be included in individual **and** departmental (School or Service) staff development or research plans.
	5. The University expects Schools to make provision in the School Staff Development plan for a proportion of academic staff, including Deans, Associate Deans, Professors and Heads of Department, to have a period of sabbatical leave every five years. This will have consequences for scheduling staff work programmes and must be taken into account well in advance by Deans of School and Heads of Department
3. **Resources**
	1. The cost of replacement staff (if any) to cover staff taking sabbatical leave will be met from within the School/Service’s normal resource allocation or funding from external organisations, e.g. Research Councils.
	2. Cash savings arising to the University from staff taking sabbatical leave on partial pay or no pay will be available to the School/Service and will normally be used to provide temporary staff cover. Exceptionally they may, either in whole or in part, be used for other purposes (for example, supporting staff development or research programmes).
	3. The University will not normally support sabbatical periods on full pay for longer than six months. It may, however, support sabbatical periods of up to one year on half pay (throughout the period) or full pay for six months and no pay for six months.
	4. The University will not normally meet the costs of overseas or other travel associated with periods of sabbatical leave (paid or unpaid). It may do so provided the costs are approved as part of the original application for leave and are fully justified. Normally, however, staff will be expected to secure external support to cover such costs or to cover them personally. Evidence must be provided that external support has been sought prior to the University considering any contribution towards such costs. If the University does decide to contribute towards travel costs, the normal University travel scheme will apply.
	5. The University will not meet subsistence costs associated with sabbatical periods.
	6. The University will continue to pay its national insurance and pension contribution for staff taking sabbatical leave on full or part pay. For staff taking sabbatical leave on part pay a pro-rata national insurance and pension contribution is made. The University is unable to make national insurance payments for staff taking sabbatical leave on no pay. Individual members of staff will be responsible for making their own arrangements to cover personal national insurance and pension contributions (or non-contributions).
	7. Annual leave is accrued in the normal way whilst on sabbatical leave and it is expected that an appropriate proportion of annual leave will be taken during the period of the sabbatical leave. Staff taking sabbatical leave on part or no pay shall accrue annual leave on part or no pay accordingly.
	8. Staff on paid sabbatical leave will receive increments and pay increases as usual during the period of leave.
	9. As the period of sabbatical leave should be of benefit to both the individual and the University and so that the University may benefit from the outcomes of the sabbatical period the member of staff will normally be expected to remain in employment with Middlesex University for the same length of time that they were absent, on completion of the sabbatical. For example, if the sabbatical lasts 3 months, the employee will be expected to return for 3 months; if the sabbatical is for 6 months, the employee is expected to return for 6 months and so on.

Should the member of staff leave the University’s employ before the end of the minimum return period the University reserves the right to reclaim any sabbatical pay received while on sabbatical leave.

1. **Procedure**
	1. Applications for sabbatical leave must be discussed with the Head of Department or Line Manager **at least one calendar year** in advance of the proposed start of the period for leave and should be made on the attached proforma.
	2. Applications supported by a Head of Department shall be submitted to the Dean of School for approval. Applications supported by a Service Line Manager shall be submitted to the Head of Service for approval.
	3. Applications submitted by members of Executive Briefing Group shall be received for approval by their Executive Line Director.
	4. When considering the merits of applications for sabbatical leave, particular attention will be paid to:
* the relevance of the application to the development needs of the individual and the strategic priorities of the School or Service;
* the planned outcomes of the period of leave, target dates for their achievement, and an evaluation of the likelihood that the proposed outcomes are realistic and will be achieved;
* the record of the applicant in meeting staff development and/or research objectives in the past;
* arrangements to cover the duties of the member of staff concerned; and
* evidence that possible sources of funding other than the University have or are being considered.
	1. Staff whose applications for planned sabbatical leave are rejected have the right to approach the line manager of the manager making the decision. That person’s decision shall be final. In the case of an Executive Briefing Group member who has an application for a planned sabbatical leave rejected, the right of appeal is to the Vice Chancellor.

1. **Outcomes**
	1. When approving applications for sabbatical leave the Dean of School or Head of Service shall require evidence that the proposed outcomes are appropriate, have been agreed by the member of staff and his/her line manager /Head of Department, and that dates for their achievement have been set and agreed.
	2. Staff granted sabbatical leave will be required to submit a report to the appropriate line manager within three months of the end of the leave period. The line manager/ Head of Department will comment on the report and forward a copy to the Dean of School or Head of Service.
	3. Details of approved sabbatical leave should be sent, via copy of the agreement (see attached forms), to Human Resource Services to record sabbatical arrangements.

**Appendix 1**

**MIDDLESEX UNIVERSITY**

**APPLICATION FOR A PERIOD OF SABBATICAL LEAVE**

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| *Part 1: To be completed by the applicant at least one year in advance of the sabbatical period* |
| **Name:** |
| **School/Service** |
| **Application is for (delete as appropriate):** Sabbatical with full paySabbatical with part paySabbatical with no pay  |
| **Dates For Which Leave Is Required** |
| **If leave is to be with partial pay or no pay, please indicate the other source(s) of funding** |
| **Title of Sabbatical Project** |
| **Aims and Objectives of the Sabbatical Leave** |
| **Description of the Proposed Sabbatical Project** |
| **Proposed outcomes/outputs and dates for their completion** |
| **Details of previous periods of Sabbatical Leave from the University** |
| **I understand that should I be given paid sabbatical leave and do not return to the University for the minimum return period I may be liable to repay the sabbatical pay.****Electronic Signature of applicant:** **Date:** |

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| *Part 2: To be completed by the applicant’s line manager****/ Head of Department*** |
| **Arrangement for covering duties during the period of leave** |
| **Comments in support of the application****Electronic Signature of line manager:****Print Name:****Date:** |
| **Approved by the Dean of School or Director:****(or for members of Executive Briefing Group, the appropriate Executive Line Director)****Electronic Signature:****Print Name:****Date:** |

***A copy of this completed agreement should be sent to Human Resource Services to record sabbatical arrangements***

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| *Part 3: to be completed by the applicant’s line manager/ Head of Department* ***after the Sabbatical Leave has been completed.*** |
| **Report submitted to Dean of School or Director of Service**Date: |
| **Review of outcomes/outputs****(prepared by the line manager for approval by the Dean of School or Director of Service or where appropriate, by the relevant Executive Line Director).** |
| **Electronic Signature:****Print Name:****Date:** |