



UNIVERSITY
OF HULL

SABBATICAL STUDY LEAVE POLICY

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University of Hull

Sabbatical / Study Leave Policy

Introduction

1. Study leave, which is referred to in the Terms and Conditions for Academic Staff, and which is often referred to as Sabbatical leave, is an approved period of paid or unpaid absence or relief (from a few months to a year) from normal duties, which may be granted to Academic Staff only, for the purpose of enhancing research or other appropriate study related to the academic or professional field of the member of staff concerned.

Principles

2. The principles that must apply to any decision on whether a member of academic staff is entitled to sabbatical leave are as follows:
 - i. A minimum time period must have elapsed since the last period of sabbatical leave or since joining the University for newer staff. For leave up to a semester, this should be 3 years. For a longer period of sabbatical leave, this period should be 6 years. These time periods may exceptionally be reduced by approval of the PVC(R&E).
 - ii. Sabbatical leave will only be approved on the condition that the member of staff undertakes to return to work at the University at the end of the period of the sabbatical leave for a period at least equal to the period of leave taken.
 - iii. Sabbatical leave is not a right. Faculty resource constraints will play a part in any decisions and the Dean will be responsible for prioritising applications within his/her faculty where necessary. Candidates for sabbatical leave should seek external funding to support aspects of their leave wherever possible. This might include international fellowships, for example.
 - iv. Sabbatical leave should normally be taken at an external organisation, not within the University of Hull. If this is not planned, the leave must be agreed by the PVC (R&E). Sabbatical leave overseas is also encouraged.
 - v. There must be a strong strategic justification for the leave. This includes fit with the University, Faculty and Department strategies, as well as with the individual's academic development plan. The case must be submitted to the Faculty Dean. Strong support from the Faculty Research Committee would be expected.
 - vi. The application must also make clear the expected outcomes and deliverables; however, these should not just be transient. A longer term benefit or impact is expected.
 - vii. Although sabbatical leave is most likely to be based around research, applications related to learning and teaching may also be considered.

- viii. A report on the outcomes is expected within a month of the member of staff returning from sabbatical leave; however, a further report is expected 12 months after completion of the sabbatical to demonstrate the continued benefits.
- ix. Where the outcomes are considered inadequate, the member of staff will not normally be considered for a further period of sabbatical leave in future.
- x. Sabbatical leave will be granted most favourably to those with a track record of success. For others, a highly convincing case will be needed for the expected benefits of the leave, although sabbatical leave may well be used as a development opportunity. Less experienced staff must specify the nature of any support and mentorship that will be in place during their sabbatical leave.
- xi. While an individual may request a period of sabbatical leave, the University may in some cases propose that a member of staff take a sabbatical for strategic or tactical reasons, e.g. related to a REF submission. In these cases, time considerations may be waived.
- xii. Staff working towards a PhD by agreement of their Faculty may request a period of sabbatical leave to work with outside experts in their field. This should amount to a maximum of one semester, but may be split into smaller blocks by agreement with the Head of Department and the Dean in accordance with local workload models
- xiii. Applications from those that are refreshing their knowledge following a significant administrative role (e.g. Dean or Head of Department) will be reviewed sympathetically. In the case of a Dean, the application must be submitted to the PVC(R&E) and a copy sent to the HR Partner team administrator.
- xiv. Where a Faculty rejects an application for sabbatical leave, the applicant will have a right of appeal to the PVC(R&E), or to the VC in the case of a Dean.

Approving requests for sabbatical leave

- 3. Applications should be made via the Head of Department to the Dean and a copy sent to the HR Partner team administrator. Applications should detail: the purpose of the leave; the research or other work to be undertaken including likely outcomes; any funding to support the work; and possible cover arrangements during the leave. In addition the application should take into consideration any local requirements set by the Faculty.
- 4. Before any period of sabbatical leave begins an agreement must be made between the individual and the Head of Department, about how and when progress will be reported during and at the end of the sabbatical leave.
- 5. An agreement must also be made in advance regarding any expectation that particular work activities will continue during the period of sabbatical leave, for example PhD supervision, or attendance at boards.
- 6. The decision to approve or reject the sabbatical leave should be notified to the employee and a copy provided to the HR Partner team administrator to enable the University to record details of how and when sabbatical leave is taken.

Equality

7. This policy has been produced with the aim of supporting the University's overall strategy to embrace and welcome individuals from all backgrounds on an equal and non discriminatory basis. When using this policy, the University expects members of staff to treat all colleagues fairly and with respect and will take action against acts that breach any of the diversity related policies.

Data protection

8. The data collected in the course of following this policy will be used for monitoring and managing the effectiveness of the University's employee Sabbatical Leave policy. Records of meetings and correspondence will be held on the University's computerised Human Resources Management System (MyHR) and paper records will be kept on an individual's electronic central HR file, and where necessary in secure records within other relevant departments. Only staff who need to see the information in order to carry out the duties of their post will have access to the data. The information will be kept on computerised and paper records, in line with the Data Retention Policy, for the life of those records, details of which can be found in the Policy on Data Protection on the University's SharePoint site.
9. The university will not pass personal information directly to any representatives who may be assisting a member of staff, unless a written instruction to do so is received from that member of staff.

Communication

10. The university aims to raise all staff's awareness of their rights and responsibilities under this policy.

Monitoring

11. The effectiveness of this policy will be ensured by continuous monitoring, regular review and consultation with the campus trade unions. It will be the responsibility of the HR Director to monitor the effectiveness of this policy.