

# Ordinance XXVIII

**IMPORTANT:** This is an archived version of this ordinance, and parts of it may not apply to current practice.

## **Special Leave and Leave of Absence (Repealed by Council with effect from 26 October 2001)**

*(Version effective from 18 December 2000 to 25 October 2001)*

### **1. Special Leave**

Application for special leave, not being study leave, or holiday entitlement or maternity leave or absence due to sickness or injury, may be made by any member of the academic or other staff, subject to the member's Conditions of Service, for any of the following purposes:

- (i) to attend courses, conferences or other meetings connected with their work;
- (ii) to attend to urgent family affairs;
- (iii) to undertake civil or public duties;
- (iv) to discharge duties as an officer of a recognised trade union;
- (v) to participate as a member in the affairs of a recognised trade union;
- (vi) to seek alternative employment or to arrange re-training for such alternative employment where the Member has been made redundant;
- (vii) to visit other institutions on an exchange, secondment or other basis.

### **2. Leave of Absence**

Application for leave of absence, not being study leave, or holiday entitlement or maternity leave or absence due to sickness or injury or special leave, may be made by any member of the academic or other staff, subject to the member's Conditions of Service.

### **3. Conditions**

- (i) Applications for leave of absence or special leave for any period up to fourteen days may be approved by the Head of Department on financial terms to be agreed.

- (ii) Applications for leave of absence or special leave in excess of fourteen days up to a maximum of twelve months may be approved by the Vice-Chancellor or his nominee, acting on the recommendation of the relevant Faculty Directorate. Such leave may be granted without salary or on financial terms to be agreed by the Vice-Chancellor. Application shall normally be made in writing to the Dean, through the member's Head of Department, at least six months before the first day of the period for which leave is sought and shall state the purposes for which leave is desired and the proposed arrangements for meeting these purposes. The applicant's Head of Department shall be required to express an opinion to the Faculty Directorate on the application, particularly in regard to the proposed period of leave and to any arrangements for discharging the member's duties within the University during such period. In the event of the Directorate refusing an application for leave of absence or special leave, the applicant may appeal to the Vice-Chancellor to override the Directorate's decision. All decisions made by the Vice-Chancellor or his nominee on applications for leave of absence or special leave in excess of three months shall be reported to Council or, in the case of academic staff, to Senate and Council.
- (iii) A member of the academic staff who is granted leave of absence or special leave in excess of three months in accordance with para. 3(ii) hereof shall not, except at the invitation of Senate, undertake any teaching, examining or associated duties within the University. He/she shall be deemed to have resigned from any committees or other bodies of the University to which he/she may have been elected, appointed or co-opted with effect from the first day of his/her leave, and shall forego active participation in the affairs of any committee or University body of which he/she is an ex-officio member during the period of his/her leave.
- (iv) All staff whose leave of absence exceeds two months are required at the expiry of that leave of absence to submit a report on it to the Director of Registry Services.

(repealed by council July 2001)