

Human Resources

Study Leave for Academic Staff: Policy and Procedure Document

LONDON
SCHOOL of
HYGIENE
& TROPICAL
MEDICINE



1. Preamble

- 1.1. Lecturers, Senior Lecturers Readers and Professors who have completed five years' continuous service with the School on one or more of those grades and who have a contract that extends for at least one year beyond the start of the proposed leave period will be eligible for study leave.

2. Duration

- 2.1. Study Leave will normally be for a period of between three to eight months, subject to eligibility.
- 2.2. Exceptionally, Study Leave may be for a period of not more than twelve months, subject to the Deputy Director & Provost's written approval.
- 2.3. A period of five full years' service at the School must elapse between one period of Study Leave and the next.

3. Entitlement

- 3.1. Entitlement to Study Leave will be earned through years of continuous service (including maternity and/or parental leave) with the School, at the rate of three months' study leave for the first five-year period of continuous service, and one month's leave for each complete year of service thereafter.
- 3.2. Additional entitlement to study leave may be earned through undertaking one or more of the roles listed below, at the following rates:
 - a) Department Head and Taught Course Director and/or Faculty Research Degrees Director:
one month of study leave for each complete year in which the role is undertaken;
 - b) MSc Course Director and/or Departmental Research Degree Coordinator:
two weeks of study leave for each complete year in which the role is undertaken.

4. Procedure

- 4.1. All Study Leave arrangements, including timing, must be agreed at least three months in advance by the Dean of Faculty.
- 4.2. Staff wishing to take Study Leave must apply in writing to the Dean of Faculty, detailing the period, purpose and objectives of the study leave, together with proposed arrangements for cover of teaching, research and managerial responsibilities, as appropriate. Study leave may be extended without pay and without payment of employer`s superannuation contributions by agreement with the Head of Department.
- 4.3. Agreement to Study Leave for grant funded staff may be subject to approval from the appropriate research sponsor, and may have to be devoted, essentially, to the research topic in hand.
- 4.4. The Dean of Faculty must notify Human Resources of the approved arrangements by submitting a Study Leave form (attached and electronic version available via this link on the website) at the earliest possible opportunity and no later than one month before the commencement of the Study Leave.

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