



**St George's, University of London
POLICIES AND PROCEDURES
SABBATICAL LEAVE**

General Information for Academic Staff

Introduction

Sabbatical leave is a privilege that may be granted at the discretion of Council to highly meritorious members of the academic staff, for the purpose of advancing the academic activities of that member and St George's. The nature of the programme of work is to be a matter for the member of staff concerned, provided that it is relevant to the academic interests of the member of staff, to St George's and to university work as a whole. Applications for such leave from members of staff should be directly related to the further development of promising research activity or high quality of teaching at St George's.

Separate rules apply to the granting of study leave, details of which are available from the Human Resources Department.

Scope

These arrangements for sabbatical leave will apply to those members of the academic staff who have been employed in permanent, St George's funded academic posts as lecturer, senior lecturer, reader or professor for a minimum period of 6 years.

Conditions

A member of staff may apply for sabbatical leave in accordance with the following arrangements.

1. Applications for sabbatical leave will be considered by Council, which may at its discretion grant sabbatical leave after considering a recommendation from the Principal.
2. In considering applications, the Council will wish to be satisfied that adequate provision can be made for the performance of the applicant's teaching duties, including undergraduate teaching and supervision of postgraduate work.
3. In considering applications, the Council will wish to be satisfied that no additional costs will be incurred by St George's as a result of the granting of the application
4. Sabbatical leave will not normally be granted for periods of less than a full term, nor more than a year.
5. Members of staff will not normally be eligible for sabbatical leave until they have completed six years' service in an academic post in St George's.
6. The Council may grant up to one term of Sabbatical leave after six years of qualifying service, or one year of such leave after 10 years of qualifying service.
7. "Qualifying service" means service since the end of the last period of sabbatical leave, or service since appointment to a teaching post, if sabbatical leave has not previously been granted, less any intervening period of leave of absence. In discounting periods of leave of absence, the Council may, at its discretion, ignore any periods of less than a term.
8. If a member of staff on sabbatical leave accepts a paid appointment, St George's may, after consultation with the person concerned make a deduction of all or part of salary. The amount shall, so far as possible, be determined to ensure that the member of staff shall not be worse off, nor substantially better off, than if he or she had continued in normal employment at St

George's. In particular, account will be taken of any additional expenses or loss of income arising from the period of absence, and of any income from new sources.

9. During the period off such leave the conditions of service are deemed to apply. In particular, the undertaking of paid employment during such a period of leave is governed by the arrangements laid down by St George's in the Conditions of Appointment.
10. Members of staff holding appointments which carry honorary or substantive clinical responsibilities must also obtain the approval of the relevant NHS authority to the proposed sabbatical leave arrangements.

Application Procedure

1. A written submission (on the standard application form) shall be made by a member of academic staff to the Principal at least six months before the first day of term from which the leave is requested. The submission should include an outline of the purpose of the sabbatical leave, the date and duration proposed, and an indication of how academic responsibilities will be carried out during the leave. In the case of an application from a member of staff who is not the Head of a Division, the submission should be accompanied by written comments about the application from the Head of Division concerned.
2. The Principal may recommend the granting of sabbatical leave provided that he or she is satisfied that:
 - a) the arrangements proposed comply with the relevant provisions of the applicant's terms and conditions of appointment,
 - b) the academic work of St George's and Division will not be impaired if the application is granted,
 - c) no additional costs will be incurred by St George's as a result of granting the application.
3. The Principal will arrange to discuss the application with the member of academic staff if the Principal feels that it is desirable to do so if so requested by the applicant
4. The Principal will forward the application to Council with a recommendation for consideration.
5. The Principal will arrange for the member of academic staff to be advised of Council's decision. In the event of the application being refused, an indication of the reasons will be given.
6. Details of approved sabbatical leave will be notified to the Director of Human Resources and Director of Finance.

Reporting Back

After the member of staff has completed the agreed period of sabbatical leave, he or she shall present to the Head of Division and Principal, within a reasonable length of time, a short (1,000 words) synopsis of the work carried out during the leave together with an assessment of the value of the sabbatical and an outline plan for the future development of the main activities upon which the sabbatical concentrated.



APPLICATION FOR SABBATICAL LEAVE

Note: Applicants should read the Guidance Notes carefully before completion

SECTION 1 : To be completed by applicant

Name:..... Post:.....

Department/Division:.....

Dates of proposed leave from:..... to:.....

Reason for application: (Please attach an outline of the proposed scheme)

Date and period of last sabbatical:

SECTION 2: To be completed by Head of Division

Arrangements made to cover absence:

a) Academic duties

b) Clinical duties

Reasons for supporting application: (Attach separate sheet if required)

SECTION 3: Signatures

I request Sabbatical Leave in accordance with the policy laid down by St George's:

Applicant signature: Date:

Head of Division signature: Date:

Principal approval: Date:

Office use only

Finance Office noted: Date:

Processed by Human Resources Department: Date: