



Code: QA223  
Title: **Temporary Absences**  
Date: 09/06/2015  
Approval: APCR

## General Principle

The place of work of academic staff will principally be the University campus. However the University recognises that the performance by academic staff of their duties will necessarily involve their being absent occasionally from campus, particularly towards the achievement of their research programmes but, also, as Extern Examiners or advisers, as representatives of the University, as members of national and international committees arising from their professional expertise, etc.

## Requirement for Provisions

In the interests of accountability and transparency, it is important that the University be aware of the temporary absences from the University, related to the performance of their duties, of all staff members and the particular reason for such absences.

## Scope of the Provisions

These provisions do not apply to Annual Leave, Christmas/Easter Leave, Sick Leave, Maternity Leave, Parental Leave, Sabbatical Leave or Unpaid Leave in respect of all of which other Schemes are in place.

## Definition of Temporary Absence

An absence of at least one week but not more than two months shall be regarded as a temporary absence and as falling within the scope of these provisions.

## The following general arrangements apply in respect of temporary absences from the University

### 1. Deans of College

Deans of College must seek approval from the Registrar and Deputy-President if they intend to be absent from the University. An Acting-Dean must be in place with the authority to act as Dean and the name of the Acting-Dean must be notified to the Registrar and Deputy-President, Heads of School in the College and Directors of Research Institutes, if any, in the College.

### 2. Heads of School/Directors of Research Institutes

Heads of School/Directors of Research Institutes must seek approval from the Dean of the relevant College if they intend to be absent from the University. An Acting-Head of School/ Acting-Director of Institute must be in place with the authority to act as Head of School/Director of Institute.

### **3. Other Members of Academic Staff**

Any other member of academic staff who proposes to be temporarily absent from the University must seek approval from his/her Head of School. The Head of School must be satisfied that satisfactory arrangements are in place for the discharge of the staff member's responsibilities and duties during the period in which (s)he proposes to be absent from the University.

Where a request for leave is refused, the applicant will be provided with reasons the request has been denied, outlining the particular responsibilities which cannot be covered during the time period in question.

#### **Approval of Proposed Absence from the University**

Members of academic staff proposing to be absent from the University must apply (in writing) to the appropriate University Officer (Registrar and Deputy-President or Dean of College or Head of School) pro rata with the period of the proposed absence, eg. a proposal to be absent for one week must normally be notified at least one week prior to the commencement of the proposed start date of the period of absence. Where other types of leave are being taken in conjunction with a temporary absence the entirety of the absence should be identified in the application.

#### **Absence during Examination Periods**

A member of academic staff proposing to be absent from the University on a day or at a time when an examination paper of which he/she is an examiner is being sat/taken, must, in addition to complying with the procedures at 5 and 6 in relation to temporary absence:

- (a) Ensure that there is available on the campus at the time of the examination some other member of the academic staff who can deal with any problems which may arise related to the paper
- (b) Notify her/his Head of School of the arrangements in place as part of the application for absence.

#### **Approval**

The staff member will be notified by the Registrar and Deputy-President or Dean of College or Head of School as appropriate of the outcome of their application (in writing) within one week of its receipt. Where further information is required this will be sought and provided in a timely manner.

Any difference of opinion in relation to an application under the policy or of the implementation of arrangements under this policy will be referred to the relevant senior manager whose decision in the matter will be final (In the case of academic staff, the relevant authority for appeal will be the Dean; in the case of Heads of School/Directors of Research Institutes, the relevant authority is the Registrar and Deputy-President; in the case of the Deans the relevant authority is the President).

#### **Review**

The provisions of this Scheme will be reviewed not later than two years from the date of the Scheme coming into operation.