

Policy

Title: CASUAL LEAVE FOR ACADEMIC STAFF

Ref: HR/RT/Version 1.1

Last updated: 30 August 2012

THIS POLICY IS THE LATEST VERSION & SUPERSEDES ANY OTHER POLICY THAT YOU MAY HAVE IN YOUR TERMS & CONDITIONS BOOKLET

Casual leave may be granted to members of staff for such purposes as visits to learned conferences during term-time or to enable a member of staff to accept appointment as external examiner for an overseas university. Normally casual leave will not exceed a period of four weeks and may be approved by the member of staff's Head of Academic Unit (or in the case of a Dean by the Vice-Chancellor).

Where a period of casual leave exceeds one week details of the leave must be included in the Faculty Board report to Senate.