



LEAVE OF ABSENCE - ACADEMIC STAFF

Procedure No: 22

Revision: 3

Sheet of : 1 of 4

Date of Issue:

November 2011

1. **PURPOSE**

To set out the College policy in regard to Leave of Absence for Academic staff

2. **SCOPE**

TYPES OF LEAVE

2.1 There is no system of 'sabbaticals' in Trinity College apart from the system of leaves of absence based on permission granted by Council and Board. Applications for leave of absence for clearly defined research or other academic related purposes are normally accepted on the recommendation of the Head of School concerned. Board regulations provide for two types of leave of absence:-

(a) *One term absences* allow leave on full salary for one term but it is permissible to make arrangements embracing vacation periods on each side of the term.

It is permissible for a person to seek a one term's absence after every three years of completed service, provided that this feasible on a cost neutral basis.

(b) *Longer leaves of absence*, for up to a full year, on salary and other arrangements specially negotiated in each case.

It is unusual for a member of staff to be granted a full year's absence with any frequency.

2.2 Prior to making recommendations to the Faculty Executive Committee, the Head of School concerned must be satisfied that:

- i. the leave is for clearly defined academic purposes
- ii. the basic intent of previous leaves of absence granted to the individual concerned have been met
- iii. there will be no disruption or reduction in teaching programmes, examination and supervision of postgraduate students
- iv. that the person taking leave during the specified period is equitable having regard to the needs of the applicant and other School staff
- v. there is no cost to College (The Board of the College has, however agreed to provide occasional financial assistance in respect of leaves of absence where this can be shown to be necessary to ensure parity of treatment for all Schools. Proposals under this heading should be assessed by the Head of School.

FINANCIAL ARRANGEMENTS FOR ACADEMIC LEAVE OF ABSENCE

- 3.1 An important consideration, for financial planning purposes, is whether the leave of absence is to be spent at home or abroad. If the leave of absence is to be spent abroad the attached Appendix should be consulted. Salaries mentioned in this Appendix are minimum thresholds, which must be maintained for tax reasons if subsistence payments are involved.
- 3.2 In the case of *one term absences*, the financial arrangements are usually straightforward. It may be assumed that the leave will be on the basis of full salary (or the equivalent of full salary after adjustments for travel and subsistence abroad under Appendix 1 are taken into account).
- 3.3 In the case of *longer leaves of absence*, the financial arrangements require special decision in each case and must be agreed between the Head of School, the Head of Discipline, Human Resources and the individual concerned before the application for leave is submitted formally to the Faculty Executive Committee. Longer leaves of absence almost always necessitate the appointment of a temporary replacement. The cost of replacement teaching is met from the salary of the absent staff member and the balance may be granted as reduced salary. Whether this balance is paid in full, in part or not at all depends on the circumstances, taking into account the value of whatever position the person is taking up during the leave, and any other relevant factors. If the leave of absence is to be spent abroad, the attached Appendix should be consulted.

PROCESSING OF APPLICATIONS

- 4.1 The first stage is for the individual concerned to obtain approval in principle on the leave of absence from the Head of School concerned.
- 4.2 For *longer leaves of absence*, the salary and replacement arrangements need the approval of the Head of School and Human Resources before the formal submission to the Faculty Executive Committee.
- 4.3 If the leave of absence is to be spent abroad, travel and subsistence arrangements should be discussed with, and approved by the Treasurer. Certainty can only be brought to these matters after the arrangements under 3.2 have been agreed but it may be advisable to consult with the Treasurer at an earlier stage for planning purposes.
- 4.4 The Head of School should submit the formal application for leave of absence to the Faculty HR Advisor for subsequent transmission to the Faculty Executive Committee.

APPENDIX

FINANCIAL ARRANGEMENTS FOR LEAVE OF ABSENCE ABROAD FOR FULL-TIME PERMANENT ACADEMIC STAFF

These arrangements do not apply to leaves of absence spent at home or to staff who secure positions that do not require payment by the College of salary, subsistence or travel costs. Nor do they apply to staff who receive full or partial salary but do not receive subsistence.

1. For one term leave of absence (Board type 1) a minimum of half-salary will be paid to staff during their leave of absence.
2. For longer leaves of absences (Board type 2) a minimum of one-quarter salary will be paid to staff, during the whole period of the leave of absence.
3. All amounts paid as salary will be taxed under P.A.Y.E. in the normal way.
4. In addition to the salary payable under 1 and 2 above subsistence may be paid. In determining the level of subsistence, any outside funding (including fellowships, subsidised accommodation etc.) received by the member of staff, will be taken into account. The budgetary provision, consisting of the level of salary paid to staff on leave of absence, the replacement costs, and the additional cost of living abroad, as evidenced by the Civil Service daily subsistence rates for the country in question, abated by 50%, will provide an upper limit for the level of subsistence. The cost of travel, will also be taken into account. Subject to the above, each case will be examined on its own merits.
5. In addition to subsistence, vouched travel expenses, paid to transport a member of staff and his family abroad and back (once) will not be taxed.
6. Application for subsistence and travel allowances must be made on the special form, which is available from the Treasurer's Office (ext 1942).
7. These arrangements have been operated on a provisional basis since 1st October, 1986 and may be subject to review by the Revenue Commissioners at any time.

The above arrangements are based on the acceptance by the Inspector of Taxes that the extra cost to a member of staff of performing his/her duties abroad, are wholly, necessarily, and exclusively expended in the performance of duties of his office or employment.