Newcastle University
HUMAN RESOURCES

Unpaid Leave

Request for Unpaid Leave

1. Number of Days Leave

1.1. This arrangement is for absences of more than 2 weeks and less than 6 months. All members of staff are eligible to request this regardless of length of service. This provision will not apply to staff on long term sick leave. The period of unpaid leave will not affect the member of staff's normal annual leave for the leave year(s) in which it is taken*. The period of unpaid leave will also not affect the calculation of service related benefits such as 5 years' service for service related annual leave, sick pay etc.

2. Guidance for Managers

2.1. Managers should consider requests for unpaid leave fairly and consistently. Account must be taken of business needs in balance with the personal circumstances of the member of staff. If, after due consideration, a request has to be turned down, the reasons for doing so should be given to the member of staff.

3. Paying for the Leave

3.1. The arrangement for unpaid leave will be that salary will stop from the date the leave starts and will restart when the member of staff returns to work.

4. Pensions and Service Implications

4.1. The period of unpaid leave will not be pensionable and the period will be counted as suspended membership. The period of unpaid leave will be treated as continuous service in the scheme but pensionable service will not accrue.

4.2. For staff in the USS an additional contribution can be made before the leave starts to maintain cover for death in service or ill-health retirement. For the RBP there is no need to make additional contributions for death in service or ill-health retirement cover.

5. How to Apply for Unpaid Leave

5.1. Staff wishing to apply for unpaid leave should make their request to their manager giving at least 2 months' notice so that the impact on their work can be assessed in time for arrangements to be made.

5.2. If approval is given by the line manager, the Unpaid Leave Request Form should be completed and returned to the Faculty/Services Human Resources Team. The form will contain details of the request for leave, the implication for pensions and will require the member of staff to give their agreement to the deduction from salary. HR will notify Payroll and write to the member of staff to confirm the arrangement.

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*Amended to remove adjustment to annual leave requirement. 26.08.11 PG