



RCSI

Leave of Absence Scheme

Purpose

The purpose of this policy is to outline RCSI's policy and procedure relating to a Leave of Absence.

Scope

This policy applies to all RCSI staff.

Policy Statement

- If university conditions permit, a leave of absence may be granted to a staff member.
- When on a leave of absence, you do not receive any salary from RCSI, nor are you guaranteed the vacated post on return. You are guaranteed re-engagement under the same basic conditions of service commensurate with your experience and suitability.
- In certain circumstances, you may have to wait until a suitable vacancy arises and in the case of RCSI funded secretarial/administrative roles, you will have to apply for these posts through RCSI's standard recruitment procedure.
- Contributions to the pension scheme will be suspended for the period of leave and the benefit will be reduced by the period of service in question.

Procedure

Application for a Leave of Absence

The following conditions apply:

- The granting of leave of absence is at the discretion of RCSI authorities and university requirements.
- If you wish to avail of this scheme you must apply to your Head of Department/nominee in writing at least three months in advance of intended time of departure.
- The approval of your Head of Department/nominee and a recommendation in support of same must be obtained and communicated to the Human Resources Department.
- The duration of the leave of absence must fall within the confines of a

minimum of 3 months and a maximum of 12 months. Extensions may be considered on a case-by-case basis and only granted in exceptional circumstances.

- Only one leave of absence period may be granted in any five-year period of service.
- When returning to work after a leave of absence you may be required to undergo a medical examination organised by RCSI.
- If a Leave of Absence is approved, you and your Head of Department/nominee will receive a letter from the Human Resources Department confirming the terms and conditions of your Leave of Absence.
- Any confidentiality/intellectual property agreements in place during your employment will still apply on your leave of absence.

Leave of Absence due to receipt of Research Grant/ Fellowship

- If you receive a grant/fellowship you must take a leave of absence from your current position and follow the procedure outlined above.
- If RCSI is the grant holder institution, you will receive an RCSI Research Contract outlining the terms and conditions of the research grant.
- If another institution is the grant holder, you, if permitted by your Head of Department/nominee, must take an unpaid leave of absence.

Returning from Leave of Absence

- You must notify the Human Resources Department in writing, at least six weeks before your return date, of your intention to return to work.

Getting Further Help

The Human Resources department is available to support any member of staff in understanding or implementing the content of this policy and procedure.

Policy Review

The Human Resources Department will ensure that this policy will be monitored and kept under review.