



RCSI

Sabbatical Leave

Purpose

The purpose of this policy is to outline RCSI's policy and procedure relating to Sabbatical Leave

Scope

If business conditions permit, sabbatical leave may be granted to a staff member who, has seven or more years service with RCSI and who have not availed of sabbatical leave in the previous seven years.

Policy Statement

Apart from leave, which is linked to employment legislation, Sabbatical Leave is not an automatic contractual entitlement and is granted solely at the discretion of RCSI. Each application will be considered on its merit. Any decision to approve an application for sabbatical leave will be contingent on the following:

- Cost neutral to RCSI
- Recruitment of suitable replacement (if required)
- Satisfactory arrangements being made for the supervision of higher degree candidates and others as appropriate.
- Satisfactory arrangements for the management of direct reports.
- No adverse impact on research grant funding, or on the management of existing grants for the Department/School or RCSI.
- Consistent with RCSI's strategy and purpose.

Procedure

Sabbatical is usually paid leave, however, there is no funding provided to back-fill the post when an employee is on leave. Instead, the sabbatical system operates on the basis of collegial support.

If you wish to apply for Sabbatical Leave, you must notify your Head of Department/Nominee in advance of intended time of departure. If the Head of

Department/nominee supports your request, you should complete the following documentation:

- You must complete the [Sabbatical Leave Form A \(Applicants Application\)](#) and submit to your manager via Docusign.
- Your Head of Department should submit the form for inclusion on the Senior Management Team meeting agenda for formal approval.
- As such each application (Academic and Non Academic) for sabbatical leave will be considered by the Senior Management Team, with regular reports on Academic profile of applicants and awardees to the Academic Council and the Medicine & Health Sciences Board.
- Decision to grant sabbatical leave will usually be advised to applicants within 30 days of receipt of application.
- Approved application form should be sent to the HR Department for processing.

Return from Sabbatical Leave

You must complete the [Sabbatical leave return to work form](#) in conjunction with your manager and submit to the Human Resources Department.

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.