

With effect from 2 December 2014 – These arrangements only apply to pre-merger IOE Research staff with protected academic status (as described in the UCL Regulations of Management). Sabbatical Leave arrangements for Academic staff (Lecturers, Senior Lecturers, Readers and Professors) can be found on the [UCL Website](#)

Academic Study Leave

Academic staff who have served continuously for a period of not less than five years are encouraged to apply for study leave. Applications should be made through the Head of Academic Department. A maximum of one term's study leave may be granted after each five or more years' completed service. This is not cumulative.

The following will apply:

- Heads of Academic Department may apply for a term's study leave for each period of three years served as Head of Academic Department.
- Where the applicant is a Head of Academic Department he/she should give details of the arrangements he/she proposes to make for an Acting Head of Academic Department during the period of study leave.
- The Pro-Director: Academic Development and Acting Head of Academic Department should countersign the form when the applicant is the Head of Academic Department.
- Staff should keep Human Resources informed of their address(es) and other contact details while on study leave in case they need to be contacted.
- Please indicate how and to what extent you will keep in contact with the Institute during your proposed study leave.