

Unpaid Leave

Unpaid leave for limited periods, normally for a maximum of two weeks at a time, is subject to working requirements and the approval of the Head of Academic Department for members of academic staff and the Head of Faculty Administration/Head of Professional Services Department for members of professional staff.

An application should only be made under this procedure when unpaid leave is not available under any other scheme (eg maternity leave, parental leave, time off for dependents).

Notice of Leave

The Application for Unpaid Leave (under Useful Links on the right) must specify the number of days of unpaid leave already taken in the relevant leave year and the reason for the request. The completed form should be given to your Human Resources Manager, normally at least 28 days before the day on which the leave is to be taken.

Note: Where unpaid leave is taken because (paid) compassionate leave has been exhausted, a written application is not required and the notice given only needs to be what is reasonable in the circumstances.

Effect on Annual Leave Entitlement

Unpaid leave taken under this scheme does not count towards the calculation of annual leave entitlement and your annual leave entitlement will be revised accordingly. Your Human Resources Manager will calculate your revised leave entitlement.

In certain circumstances (for example, where unpaid leave is taken because compassionate leave has been exhausted), and subject to the agreement of Human Resources, unpaid leave may be disregarded for the purposes of calculating annual leave entitlement.

Occupational Pension

Unless you arrange otherwise, contributions will not be paid during absences on unpaid leave. You can however arrange for a special contribution to be paid – in such cases, you will have to pay both your contribution and that of the Institute.

It is suggested that you give careful consideration to paying the special contribution, as non-payment can affect your position in relation to benefits under the relevant scheme (eg the amount of the final pension, payment of a death-in-service benefit).

Advice on the implications of non-payment of contributions is available from the Payroll Section in the Finance Department, who will also arrange for you to pay the special contribution if desired.

Where an Application is Not Approved


If you feel that your application for unpaid leave has been unreasonably refused, you should approach Human Resources in the first instance.

Where the issue is still not satisfactorily resolved, you may consider raising a formal grievance.

Source: IOE Intranet, screen shot (below) taken on 5 September 2016

IOE | Unpaid Leave - Internet Explorer
http://ioe-net.inst.ioe.ac.uk/services/hr/humanresources/Leave/Pages/Unpaid-Leave.aspx

IOE Net Getting Started About the IOE Document Centre How do I? Services
Newspaper OneDrive Sites Any Charter?



You are here: Home > Services > Human Resources > Human Resources Services > Leave > Unpaid Leave

- Annual Leave
- Compassionate Leave
- Leave for Moving House
- Religious Leave
- Right to Study or Train
- Course Study Leave
- Unpaid Leave**
- Academic Study Leave

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Effect on Annual Leave Entitlement

Useful Links

- Application for Unpaid Leave