

ROYAL COLLEGE OF ART

Additional Leave Policy

1. Introduction

There may be occasions during your employment with the College when you need take time off from work in order to meet your external commitments. The College operates a number of procedures for paid and unpaid leave to enable you to do this. Here follow the different types of leave available and the situations in which they apply. Should you be unsure as to whether a particular type of leave is relevant in your circumstance please contact Personnel.

2. Paid Leave

The College operates policies of paid leave in the following situations:

2.1. Compassionate Leave

There are certain circumstances in which members of staff may need leave of absence for compassionate reasons, e.g. the death or serious illness of a close relative. Following discussion with your Head of Department, you may take up to five days paid leave in any one year on compassionate grounds. If there is a need for more leave, this must be authorised by the Head of Personnel. The arrangements will take account of all relevant factors including any remaining annual leave and the likely duration of the leave that is being sought.

2.2. Medical Appointments

A reasonable amount of paid time off to attend a doctor, dentist or hospital appointment will be approved. You should arrange the appointment to cause the least disruption to your working day and where possible appointments should be made for early morning or late afternoon.

2.3. Study Leave

Where the Royal College of Art has approved a course of study, you may apply for paid study leave. Normally this would be one day's study leave per exam plus one day for the actual exam. All study leave is at the discretion of the individual's Head of Programme / Department.

2.4. Sabbatical Leave

Sabbatical Leave is available for members of Academic staff who wish to have time off from their teaching duties in order to further their

research. Applications for Sabbatical leave must be made to the Research Committee. For further details about this process please contact the Research Department.

3. Unpaid Leave

The College operates policies of unpaid leave in the following situations:

3.1. Time off for Dependants

You are entitled to take a reasonable period of unpaid time from work to deal with an emergency involving a dependant. This provision enables you to deal with an unexpected or sudden problem (such as the breakdown of childcare arrangements or the ill health of a child) and make any necessary longer-term arrangements. In these circumstances unpaid leave is available.

You should discuss any requests for this prior to or at the time of taking the leave with your Head of Programme / Department.

3.2. Parental Leave

The right to parental leave applies to mothers and fathers and to a person who has formal responsibility for a child. To be entitled to parental leave you should have been in employment with the College for at least one year.

The key elements of parental leave are as follows:

- Up to 13 weeks unpaid parental leave for each child; to be taken in blocks of a maximum of 4 weeks
- Up to 18 weeks unpaid parental leave for parents of disabled children;
- The right to take leave up to the child's fifth birthday or until five years following adoption;
- The right to take leave up to the child's 18th birthday for disabled children.
- Application should be made not less than 21 days before the leave is requested

You should discuss all requests for leave with your Head of Programme / Department in the first instance. For further details about how these policies are operated you should contact Personnel.