

Sabbatical Leave for all Academic Staff and for Non-Academic Staff on Peromnes grades 1-5

Background

The University has for a long time recognised accumulative leave for study purposes. Over the years, the University has accumulated a huge debt in its balance sheet and consequently, a decision was taken to cap all accumulative leave with effect from 1 July 2008. This gesture will relieve the University of some of its financial obligations. Staff members are encouraged to use their accumulated leave which must be an average of 30 days by 01.01.2011. In its place research/sabbatical leave will take effect from 01 July 2008.

In this policy a distinction is drawn between sabbatical leave for academic staff, which is intended to serve as recognition for voluntary overtime work and for staff development purposes, and which is to be taken for academic development purposes only; and sabbatical leave for non-academic staff, which is regarded purely as non-monetary compensation for overtime work.

For the purposes of this policy Directors of Schools and Heads of Department are regarded as academic staff, and executive deans as non-academic staff.

Please note that in all instances sabbatical leave is regarded as a privilege, not a right.

Part 1: Sabbatical Leave for Academic Staff (all grades)

1. Description

Academic staff shall be entitled to sabbatical leave in the form of academic leave, which shall be used for the purposes of research or enhancement of teaching and learning practices; or, with the approval of the Vice-Chancellor, for any purpose related to the University's core functions of the University.

2. Rules

- 2.1 Academic leave shall be earned at 2,5 days per month in arrears, totaling 30 days per annum.
- 2.2 Sabbatical leave shall not accrue while a staff member is on sabbatical leave.
- 2.3 Academic leave shall be taken only for periods covering full academic terms, academic semesters or academic years. A period of leave may span calendar years, however, provided that the period does not begin or end during a term or semester.
- 2.4 Forty-five (45) days of sabbatical leave must be accumulated by an employee to qualify for a sabbatical period covering one academic term.
- 2.5 Ninety (90) days of sabbatical leave must be accumulated to qualify for a sabbatical period covering one semester.
- 2.6 One hundred and eighty (180) days of sabbatical leave must be accumulated to qualify for a full year's sabbatical.
- 2.7 The current application procedures for sabbatical leave will remain in place until modified.

- 2.8 A staff member who wishes to take sabbatical leave shall enter into a contract with the University which shall stipulate the leave period, the nature of the work to be undertaken during that period and the expected outputs to be delivered.
- 2.9 Unless the Vice-Chancellor decides otherwise on good cause shown, a period of academic leave shall not exceed one year on any one occasion.
- 2.10 Unless the Vice-Chancellor decides otherwise on good cause shown, a staff member may not undertake paid employment or provide remunerated services during the sabbatical period.
- 2.11 Within three (3) months of the completion of the sabbatical period, the staff member shall submit a sabbatical leave report on the work done to the relevant dean, who shall submit the report, with recommendations, to the Executive Committee of Senate, for approval and/or other appropriate action.
- 2.12 The Research Committee and/or the Teaching and Learning Committee may establish additional rules and procedures in respect of leave taken for the purposes of research and teaching and learning enhancement.
- 2.13 Should an employee request additional sabbatical leave over and above that which he/she has accumulated, the relevant faculty board may recommend, subject to the Vice-Chancellor's approval, that additional leave be granted, with or without specific conditions.
- 2.14 The period of service required subsequent to the completion of the sabbatical leave shall be equivalent to the length of the sabbatical leave granted; for example, one term, one semester or one academic year.
- 2.15 Should an employee's services be terminated, for whatever reason, during the sabbatical leave period or the stipulated period of service subsequent to the sabbatical leave, that employee shall either repay the University the amount it expended on the employee's remuneration during the sabbatical period or, where relevant, a pro rata amount. The employee may substitute accumulated paid leave, other than sabbatical leave, in lieu of the outstanding amount.
- 2.16 Employees are not entitled to any payment in respect of any accumulated sabbatical leave due to them on termination of their services; in other words, any accumulated leave shall be forfeited on termination of services. Notwithstanding this provision, employees may transfer their accumulated leave to another institution in accordance with the regulations of that new institution.
- 2.17 The University shall, on appointment, recognize one half of an employee's accumulated sabbatical leave.
- 2.18 Faculties and Departments are responsible for budgeting for additional staff to replace employees on sabbatical leave.

Part 2: Sabbatical Leave for Non-Academic Staff (Peromnes grades 1-5)

3. Description

Non-Academic staff on Peromnes grades 1-5 shall be entitled to sabbatical leave in the form of long leave, the purpose of which need not be specified. Such leave is regarded as non-monetary compensation for overtime work and no academic output is required. Non-academic staff on Peromnes

grades 6-18 are not eligible for sabbatical leave as they are eligible for overtime compensation in terms of other policies.

4. Rules

- 4.1 Sabbatical leave in the form of long leave shall be earned at 1 day per month in arrears, totaling 12 days per annum.
- 4.2 Sabbatical leave shall not accrue while a staff member is on sabbatical leave.
- 4.3 Subject to the approval of the Vice-Chancellor, a staff member may take sabbatical leave at any time once forty-five (45) days have been accumulated.
- 4.4 The current application procedures for sabbatical leave will remain in place until modified.
- 4.5 Council may grant an employee additional sabbatical leave over and above that which he/she has accumulated, with or without specific conditions.
- 4.6 The period of service required subsequent to the completion of the sabbatical leave shall be equivalent to the length of the sabbatical leave granted.
- 4.7 Should an employee's services be terminated, for whatever reason, during the sabbatical leave period or the stipulated period of service subsequent to the sabbatical leave, that employee shall either repay the University the amount it expended on the employee's remuneration during the sabbatical period or, where relevant, a pro rata amount. The employee may substitute accumulated paid leave, other than sabbatical leave, in lieu of the outstanding amount.
- 4.8 Employees are not entitled to any payment in respect of any accumulated sabbatical leave due to them on termination of their services; in other words, any accumulated leave shall be forfeited on termination of services. Notwithstanding this provision, should the University employ that staff member for a further period, any accumulated leave due at the end of the previous contract shall be carried forward into the new contract period.
- 4.9 Faculties, Departments and/or Units are responsible for budgeting for additional staff to replace employees on sabbatical leave.

EXISTING ACADEMIC STAFF LEAVE CONDITIONS

Types of Leave	Nature of Leave	Conditions Associated with Leave
Sick Leave	90 days with full pay on a 3 year cycle	Doctors sick note required if sickness is in excess of 2 days
Sick Leave	1. 90 days with full pay on a 3yr cycle(cycle started 01/01/08-31/13/2010) 2. 45 days with half pay on a 3 year cycle.	The University has the right to require members of staff to produce such certificates if during a 8 week period, they have been absent from work for less than 3 consecutive days on more than one occasion.
Accumulative Leave	10 days per annum w.e.f 01/07/08 Total accumulative leave has been capped and will	<ul style="list-style-type: none"> • Can be used for leave purposes over and above the non-accumulative leave is

	be replaced by Research and sabbatical leave.	<p>normally used for research sabbatical leave</p> <ul style="list-style-type: none"> To be reduced to 30 days by 01/01/12 Paid out on termination of service / retirement
Non-accumulative Leave	<ul style="list-style-type: none"> Joint bargaining forum agreed to increased to 30 days per annum w.e.f 01/01/07 No official shut down. Employees to take leave. 	<p>Within the parameters of the expectations and responsibilities of academics and the employment contract of academics, the university respects the autonomy of departments to set norms regarding annual leave in particular presence/absence of academics during vacation intending to be on vacation need to fill application for leave forms</p>
Family responsibility Leave	3 days per annum	<p>This leave is used for both illness or death of an employee's child, adoptive child, spouse, life partner, parent, grandparent, grandchild, siblings as defined in the BCEA</p>
Maternity Leave	4 months paid maternity leave and 2 months unpaid maternity leave from date of engagement on a 3 year cycle	<ol style="list-style-type: none"> Female employees entitled to 4 months, commencing 4 weeks before date of confinement or earlier for health reasons. May not return to work for 8 weeks after confinement unless the doctor recommends. An employee who has a miscarriage during the time of pregnancy or bears a still-born child is entitled to maternity leave for 6 weeks after miscarriage or still birth.
Study Leave	1 day prior to and they day of an official examination for an approved study course	<p>Examination time table to be submitted to the manager at least 2 weeks prior to writing unless there are factors beyond the staff member's control e.g late issue of timetable by the institution.</p>

Comment [r1]: Paternity leave?