

4. Academic and research staff absence

Annual leave for academic staff will normally be taken during university vacations. All absences from the University are granted at the discretion of the Head of Academic Unit and should be authorised in advance. Absences in excess of three weeks during term-time must be requested on the appropriate form via the Head of Academic Unit and authorised in advance by the Faculty Pro-Vice-Chancellor. In the majority of instances, the case for leave during term-time will be concerned with research and publication. Other purposes may also be appropriate, such as the development of new teaching skills or programmes, or to carry out concentrated work leading to improvements in management and administration. In all cases, the test to be applied is the benefit likely to accrue to the University as a result of granting leave during term-time.

Please have your leave requests authorised by your Subject Group Head or line manager and then forward to NUBS.HR@ncl.ac.uk.