

Leave of Absence Policy & Procedure

Context

The School has a duty of care towards staff and is required to know when staff are away on leave of absence whether in the UK or abroad. This is critical for Tier 2 employees, but applies across the board to all staff. The university has an obligation as part of its UKVI sponsorship licence to ensure that it has a record of all sponsored staff absence related to annual leave, leave of absence in relation to research and conference attendance and sickness. *(In the event of a UKVI audit, the School would be expected to be able to locate staff who are not on approved leave or sickness absence).* As the university is committed to treating all staff fairly and equally, the School takes an inclusive approach, applying the same process of recording absence to all staff.

Previously, all staff were required to complete a Leave of Absence form with details of their research/conference visits, whether in the UK or abroad and obtain approval from their Head of Group/Line Manager. This principle remains unchanged however staff will now be required to request such periods of absence online via [MyHR](#). Delegate access is set up for all staff so that any leave requests are directed to Heads of Groups or other relevant line managers.

A period of absence is defined within the School as any one full working day during which the employee will not attend university. We recommend that days on which staff are working from home are also logged on MyHR.

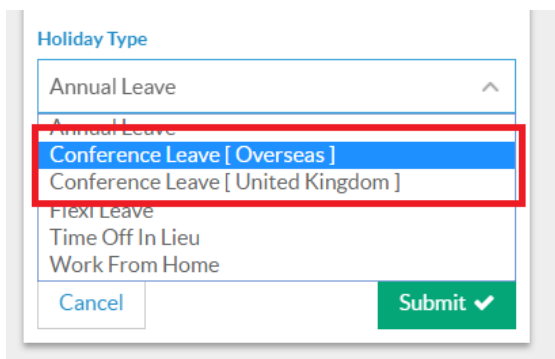
Please note: In instances where staff are working *abroad*, regardless of the time of year (eg term-time/non term-time), this **must also be recorded on MyHR**. Where these are not logged and approved on MyHR this will be deemed unauthorised absence.

n.b. Any periods of absence in excess of 1 month will need to be requested separately via HR with an accompanying business case and will require approval from the Vice-Principal. Please refer to the [HR policy on Sabbatical Leave and Leave of Absence](#).

Process

To request a period of leave related to research or conference attendance please log into [MyHR](#). When requesting the leave, please ensure that:

- Under the 'Holiday Request' section you select the option 'Conference Leave [Overseas]' or 'Conference Leave [United Kingdom]



Holiday Type

Annual Leave

Annual Leave

Conference Leave [Overseas]

Conference Leave [United Kingdom]

Flexi Leave

Time Off In Lieu

Work From Home

Cancel

Submit ✓

- Select the relevant date or date range
- In the comments box please detail relevant information including:
 - ❖ Details of the conference/research visit (eg. conference title, whether you are a speaker etc)
 - ❖ Relevant cover arrangements for your teaching, admin and PhD supervision duties
- Ensure that your request is submitted *in advance* of your absence.
- Wait for confirmation of your request before making travel plans
- If you require funding and assistance booking your travel, please submit this request separately as described below

Cover for teaching, admin and supervision duties

Please note it is the individual's responsibility to arrange cover for any teaching, supervision or admin duties which are due to take place during the period of requested absence. Details of cover arrangements should be included in the notes section on MyHR, and staff should ensure that the relevant Senior Management Team member as well as students are advised as appropriate.

Requesting of funding related to Research/Conference Leave

To request funding for your trip, please complete the funding & travel request form either by:

- Emailing your Head of Group/ Line Manager detailing the specific funds you are requesting
or
- Using the [funding & travel request template](#) (outlook users only)
or
- Completing [Page 3](#) either via copying and pasting it into an email or as an attachment and forward it via email to your Head of Group/Principal Investigator or the Budget Holder for approval.

A rejected request will be returned to you explaining the reason.

Assistance with travel arrangements

Approved requests for funding should be forwarded the [School's Administrative Assistant](#) (or in his absence the [Finance and Facilities Officer](#)). Once a request for funding and travel has been approved and forwarded we can assist you in making travel arrangements. Please help us by providing as much information as possible about your travel so that we can make the necessary arrangements as quickly and efficiently as possible.

Insurance

All QMUL staff and students are covered under the university insurance policy, but **must register every trip** either online or via the **TravelCert app** which can be downloaded via the Appstore or Google Play. Please note this includes any overnight trips within the UK. A preliminary [online registration](#) will need to be done with the passcode 173466. You will be required to complete your details for all for single and multi-trips either via the [online registration](#) or via the app. This will generate a travel certificate, which confirms cover is in place. Further information is available via [QMUL travel insurance policy](#).

QMUL travel insurance is provided by RSA. The Queen Mary policy number to quote is RTT306251.

Requesting of Annual Leave

Staff are required to submit any requests for annual leave via MyHR. This process remains unchanged.

Request for funding related to Research/Conference Leave

Instructions for staff requesting funding & assistance with travel: <ul style="list-style-type: none"> - Please ensure that you have submitted your leave request via MyHR prior to completing this form. - Complete sections 1-9 below and forward this via email to your Head of Group/Budget Holder. - If you require assistance with arranging your travel, please also complete sections 10-15. 		
Instructions for Head of Group/Budget Holder in receipt of a travel & funding request: <ul style="list-style-type: none"> - Check that each field is completed. - Confirm the request has been submitted via MyHR - To approve the request, simply confirm via email. - If assistance with travel bookings are required - forward this email to Paul Dudley with your confirmation and cc the applicant. Paul will liaise directly with the member of staff with regards to booking travel. - To reject the request, please reply only to the sender stating your reason for the rejection. 		
1.	Full Name:	
2.	Conference title/research visit details:	
3.	Dates of conference/research visit:	
4.	Funding Source: (Grant/Research Group)	
5.	Head of Group/Grant Holder:	
6.	Budget Code:	
7.	Amount requested for: <ul style="list-style-type: none"> - Travel - Accommodation - Subsistence = Total 	
8.	My request for Leave has been approved via MyHR:	<input type="checkbox"/> Yes / <input type="checkbox"/> No
9.	I have registered this trip via TravelCert for insurance purposes:	<input type="checkbox"/> Yes / <input type="checkbox"/> No
<p>If you would like the School to help you with travel arrangements, you must complete the following fields. Please provide as much information as possible, including specific flights, trains and accommodation if you have a preference.</p>		
10.	Preferred date & time of departure:	
11.	Preferred date & time of return:	
12.	Preferred airport/station of origin:	
13.	Destination:	
14.	Accommodation (preferred accommodation + number of nights):	
15.	Passport Number, Expiry Date & Nationality:	