

Leave of Absence for Research

Application Form

LEAVE OF ABSENCE FOR RESEARCH FOR ACADEMIC STAFF

Introduction:

Research is part of the University's relationship with society and its industrial, service and social development. Research and scholarship are inextricably linked with undergraduate and post-graduate education, underpinning the teaching mission of the University and the organic development of the University as a whole.

The conduct of research is an integral part of the work of every member of the academic staff.

Leave of absence for research can be of critical importance to give individuals refreshment and time to develop new areas of research. UCD has a clear policy of encouraging academic staff to avail of leave of absence for research.

(Extracts from the University's Research Policy & Strategy, adopted by the Governing Authority, December 1998)

Guidelines for staff for Leave of Absence for Research

An Application form must be completed by the staff member, approved by the Head of School and the College Principal and forwarded to UCD Personnel. This should be accompanied by a description of the research to be carried out, together with the expected outcomes. The application form, with the requisite approvals, must be received by UCD Personnel not later than **1 February** preceding leave which is due to commence in **September or October** of the same year and **1 September** for leave due to commence in January of the following year.

Any informal discussions required in order to clarify financial arrangements should be initiated at the earliest possible date in order to ensure that the above deadlines can be met for the submission of the formal application. All applications will be considered by a sub-committee of the Finance Committee and recommendations made to the Finance Committee. For information regarding Leave of Absence for Research, contact UCD Personnel at telephone extension 1999.

One Semester Leave of Absence for Research (without replacement)

Academic staff can apply for up to one semester's Leave of Absence for Research. Under this arrangement, the staff member goes on leave on full pay with no provision for subsistence or travel costs. He/she must have the approval of the Head of School and College Principal and apply to UCD Personnel in advance of the two closing dates mentioned above. No replacement is arranged in this case and the staff member undertakes to carry out their full teaching and post-graduate supervision duties in the remaining semester. The following conditions also apply:

1. The leave is for clearly defined research or study purposes and the outcomes indicated;
2. The basic intent of any previous Leave of Absence for Research granted to the staff member concerned has been met;
3. There will be no disruption or reduction in teaching programmes, examinations or supervision of post-graduate students and that these duties are arranged so that no temporary appointment need be made;
4. There is no cost to the University.

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Staff may alternatively apply for Leave of Absence for Research purposes outside the above arrangement. In this case, staff would be relieved of academic duties other than research.

The following arrangements for making payments to members of staff who have been granted Leave of Absence for Research purposes have been agreed with the Inspector of Taxes, and approved by the Governing Authority.

1. For periods of up to four months, half salary will be paid to staff who are granted leave of absence.
2. For periods in excess of four months, quarter salary will be paid to staff, this to apply to the whole period.
3. All amounts paid as salary will be taxed under PAYE in the normal way.
4. For staff travelling abroad during a period of Leave of Absence for Research purposes, a subsistence and travel allowance will be paid. The subsistence and travel allowance will be calculated on the basis of current Civil Service worldwide subsistence rates and must be claimed and vouched in accordance with normal University procedures.
5. In determining the level of subsistence grant, any outside funding received by the member of staff, including subsidised accommodation, will be taken into account. The budgetary provision, consisting of the total salary provision for members of staff on leave of absence, the replacement costs, and the additional cost of living abroad, as evidenced by the Civil Service subsistence rates for the country in question, will provide an upper limit for the level of the grant. The cost of travel, as set out in no. 6, will also be taken into account. Subject to the above, each case will be examined on its own merits.
6. In addition to subsistence, vouched travel expenses paid to transport a member of staff and his/her family abroad and back (once) will not be taxed. These arrangements are based on the acceptance by the Inspector of Taxes that the extra cost to a member of staff of performing his/her duties abroad, are wholly necessarily, and exclusively expended in the performance of the duties of the office or employment.
7. Numbers 1 to 6 above will not apply to members of staff who secure positions abroad that do not require the payment by the University of either salary, subsistence or travel costs.

Staff must contact the Payroll Office prior to departure to ensure that pension contributions, etc. are kept in line during his/her absence, and the position regarding VHI etc. are clarified.

While the arrangements above are designed to be budget neutral it is recognised that in many cases additional funds will be required. Other funds which may be availed of to support Leave of Absence for Research include:

President's Research Fellowships (which help to defray the costs of replacement teaching);

College funds;

External funding.

Staff going on Leave of Absence for Research under either of the above arrangements are required to advise the University of any funding which they may be receiving from internal or external sources, in addition to salary.