



Leave of Absence

Policy

The University will consider in a positive manner applications from faculty and staff for Leave of Absence for periods where job related development needs are met. In order to ensure that an accurate and positive interpretation is made of this policy staff who are considering availing of the facility of Leave of Absence are encouraged to discuss their possible application with the Director of Human Resources prior to completing any documentation.

Eligibility

Normally, staff who have completed a minimum of 3 years continuous service with the University are eligible to apply for leave of absence. In exceptional circumstances Leave of Absence may be granted to staff with less than 3 years continuous service. Where approved, Leave of Absence shall normally not exceed a maximum of 1 year for every 6 years of completed service or pro rata.

Duration and Compensation

Each application for Leave of Absence will be examined on its merits. However, in general, Leave of Absence may be granted for periods normally not exceeding one year. Staff who are granted Leave of Absence will be required to return to the University for a period of at least equal to the duration of the Leave of Absence.

Payment, or otherwise, including increments, during Leave of Absence will depend on the purpose for which the leave is granted and the form the absence takes. However, there shall be no appreciable additional financial cost to the University through the operation of this policy.

Application Procedure for Leave of Absence

An application for Leave of Absence should be prepared by the individual. This application should be in writing using the attached form. Applicants may find it beneficial to discuss their application with the Director of Human Resources and are encouraged to consult with him/her prior to preparing an application to the Head of School/Director of Unit.

- The application should be submitted by the applicant to the Head of School/Director of Unit for approval. The Head of School will then forward the application for leave to the Executive Dean of the Faculty, where appropriate, for further approval.



- Following recommendation by the Head of School/Director of Unit and Executive Dean, the applicant should then consult with the Finance Officer to consider the financial implications of the proposed leave, including e.g. superannuation and tax.
- The application should then be submitted to the Director of Human Resources for approval.
- Unsuccessful applicants may appeal their unsuccessful application by communicating with the Director of Human Resources through their Head of School/Director of Unit.
- The Head of School/Director of Unit and the member of staff will be advised in writing of the outcome of the application and of the associated arrangements by the Director of Human Resources.
- Applicants should give as much notice as possible of their intention to apply for leave. It is expected that such notice will be preferably 6 months and not less than 3 months.
- Staff Exchange: Exchanges initiated and arranged by individual staff should be considered as part of the Leave policy and should therefore be considered as Leave.
- Where faculty and staff are requested to participate on formal exchange agreements between the University and other institutes and where DCU continues to pay the staff member a full salary, then the Exchange Programme should not be considered as Leave.
- The above broad guideline helps to bring some clarity and broad direction into the issue of Leave/Exchange. However, it is realised that each application for Leave and Exchange must be treated on its own merits. Therefore, applications for both Leave and Exchange should be submitted to the Director of Human Resources. This will help to ensure equity throughout the system and will also help to facilitate inevitable amendments to the policy.

Human Resources

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