

Unpaid Leave Procedure

1. Introduction

The University may allow a member of staff unpaid leave where annual leave has been exhausted or leave is requested for other approved purposes.

2. General unpaid leave

Where a member of staff has used all their contractual leave and wishes to request a period of unpaid leave, they should submit a request to their line manager.

The staff member should add their request for unpaid leave of **ten days and under** onto SuccessFactors for approval by their line manager.

Where a period of unpaid leave has been granted by the line manager (up to a maximum of ten days in any leave year), the People Hub will write to the member of staff confirming this, with the agreed dates. A notification of approval will be sent to the Staff Payments Office, so that appropriate deductions from salary can be made.

Where supported by the line manager's manager, line managers should make requests for unpaid leave **over ten days** to the People Hub for them to add to SuccessFactors. The approval email from the line manager's manager must be attached to the request.

3. Unpaid leave of absence for approved purposes (including sabbatical leave)

A member of staff requesting unpaid leave of absence should consult their line manager at least six months before the intended start of unpaid leave, wherever possible. National/Regional Academic staff should consult the Executive Dean.

A request for unpaid leave of absence from a member of staff, which is supported by the line manager, should be requested through the system to enable the appropriate approvals to be sought.

4. Pension arrangements

As membership of the Universities Superannuation Scheme (USS) is suspended during a period of unpaid leave, pensionable service and life assurance cover will stop unless the individual makes separate provision for the maintenance of pension or life cover. These can be maintained, provided that the member of staff is willing to fund both the employer and employee contributions. Alternatively, life cover and incapacity cover could be maintained by payment of life assurance premium. A member of staff who wishes to make separate payments, or requires further information regarding pension arrangements, should contact the Pensions team at fbs-pensions@open.ac.uk.

5. Useful references

Unpaid Leave Policy

USS website: www.USS.co.uk