

FAMILY-FRIENDLY RESEARCH & SCHOLARSHIP (FFR&S) LEAVE POLICY

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1 PURPOSE AND SCOPE OF POLICY

The University is committed to supporting parents to return from Relevant Family Leave. To support this, subject to satisfying eligibility criteria, Academic Staff and Teaching Staff who undertake scholarship duties are entitled to three months' paid FFR&S Leave to:

- Help them balance their return to work with the demands of their research and scholarship; and
- Help the University to recruit and retain staff with parental responsibilities, who have or may wish to take Relevant Family Leave.

The purpose of this policy is to outline the procedure for staff making an application for Family-Friendly Research & Scholarship (FFR&S) Leave, together with the support the University offers to staff returning from Relevant Family Leave.

2 ELIGIBILITY CRITERIA

This policy applies to University staff, who:

- Are employees;
- Are classified as Academic Staff or Teaching Staff who undertake scholarship duties; and
- Have returned from any period of maternity, adoption or shared parental leave of 4 calendar months or more ("Relevant Family Leave.")

3 NOTIFYING ELIGIBLE STAFF MEMBERS OF THEIR ENTITLEMENT

Upon eligible staff members informing HR of their intention to take Relevant Family Leave, HR should respond to notify them of their right to take FFR&S Leave upon their return to work. Doing so will allow staff members to proactively apply for FFR&S Leave before their Relevant Family Leave begins.

In addition, eligible staff can take FFR&S Leave upon returning from Relevant Family Leave.

4 DEFINITION OF FFR&S LEAVE

Eligible staff will be entitled to a continuous period of three calendar months' paid research and scholarship leave (FFR&S Leave):

- during which the individual will have no teaching duties so that they are able to re-engage with their research and scholarship duties (and where appropriate their knowledge exchange and citizenship); and which will normally commence on return from Relevant Family Leave. To better enable the staff member to re-engage with their research and scholarship duties (and where appropriate their knowledge exchange and citizenship) flexibility is required. As such, where the staff member returns to work during a period in which they do not have any scheduled teaching duties, the FFR&S Leave will be deferred until teaching begins. Furthermore, a member of staff may defer their FFR&S Leave from their return from Relevant Family Leave, provided that it is taken within either (i) one calendar year; or (ii) two complete semesters (whichever is greater) from the date upon which the member of staff returns from the Relevant Family Leave.

5 TEACHING BACKFILL ARRANGEMENTS

Staff will have their teaching duties removed for the duration of their FFR&S Leave.

Staff wishing to take FFR&S Leave are encouraged to assist with the search for a suitable teaching backfill candidate wherever possible. However, the overall responsibility and final decision on a teaching backfill appointment rests with the Head of Department/School for the relevant area.

[Guidance for departments](#) on how to resource the teaching backfill requirements during FFR&S Leave is available on the University website.

6 SCOPE OF FFR&S LEAVE

6.1 No impact on sabbatical leave

The University recognises that there are often local arrangements made by departments who offer sabbatical leave to Academic Staff and Teaching staff who undertake scholarship duties.

It should be noted that taking FFR&S Leave must have no impact on decisions made about an eligible member of staff's access to sabbatical leave and/or about the usual timing of their access to that leave. Where a member of staff's FFR&S Leave would coincide with their opportunity to take sabbatical leave, departments must ensure that the member of staff can take sabbatical leave at the earliest practical opportunity and at the latest, within one year of their return from FFR&S Leave.

6.2 Commencement of FFR&S Leave

The FFR&S Leave will normally commence on return from Relevant Family Leave. However, the member of staff may defer the FFR&S Leave from their return from Relevant Family Leave, provided that it is taken within either (i) one calendar year; or (ii) two complete semesters (whichever is greater) from the date upon which the member of staff returns from the Relevant Family Leave

The preferred commencement date of the FFR&S Leave will be communicated by the member of staff by submitting the [FFR&S Leave Request Form](#), to their line manager/Head of Department by no later than three months before the FFR&S Leave is due to commence. The member of staff and their line manager/Head of Department should then meet to discuss the FFR&S Leave Request Form and any practical arrangements that need to be made before the FFR&S Leave commences. In circumstances where the member of staff wishes to defer the FFR&S Leave to a date later than the end of Relevant Family Leave, they must discuss this with their Head of Department.

Eligible staff are encouraged to have early discussions about their intentions with their line manager /Head of Department/School, in particular to assist with the teaching backfill process.

Completed forms should be emailed to HR. Once received, HR will process and record the details of the request, to support monitoring.

6.3 Duration of FFR&S Leave

FFR&S Leave will normally last for a period of three calendar months. Where the member of staff returns to work during a period where they have no scheduled teaching duties, the individual may request to defer FFR&S Leave until teaching begins.

6.4 Purpose of FFR&S Leave

The purpose of FFR&S Leave is to:

- Allow the member of staff to re-engage with their research and scholarship duties (and where appropriate their knowledge exchange and citizenship duties) as detailed in a clear plan of research or scholarship tasks which are scheduled to be undertaken during the period of FFR&S Leave.
- Engender a supportive environment which recognises the new demands of their family life.
- Encourage the member of staff to plan their personal development during this time.

6.5 FFR&S Leave Statement - Part 1

The member of staff must complete and submit Part 1 of the [FFR&S Leave Statement](#) to their line manager/Head of Department by no later than one month before the FFR&S Leave commences. The member of staff and their Head of Department should meet to discuss Part 1 of the FFR&S Leave Statement, before the FFR&S Leave commences.

[Guidance](#) on the content of Part 1 of the FFR&S Leave Statement is available on the University website.

6.6 FFR&S Leave Statement - Part 2

By no later than one calendar month after the FFR&S Leave ends, the member of staff must complete and submit Part 2 of the [FFR&S Leave Statement](#) to their line manager/Head of Department.

[Guidance](#) on the content of Part 2 of the FFR&S Leave Statement is available on the University website.

Part 2 of the FFR&S Leave Statement should summarise:

- The activities undertaken during the FFR&S Leave;
- The extent to which the activities matched Part 1 of the FFR&S Leave Statement; and
- The benefit to both the member of staff and department.

5.7 Location during FFR&S Leave

Whilst staff on FFR&S Leave will not be expected to do teaching or administrative duties, in order to support their re-engagement with their research they will normally be based within their department during the FFR&S Leave. This will enable them to engage with other research staff and other colleagues to re-familiarise themselves with the normal routine of the department.

7 FAMILY-FRIENDLY MENTORING SUPPORT

Eligible staff can also access Family-Friendly (FF) mentoring support, whether or not they choose to take FFR&S Leave.

FF mentoring support will be available during Relevant Family Leave and/or FFR&S Leave, where a suitable mentor is agreed. The content and frequency of the FF mentoring support shall be a matter of agreement between the member of staff and the mentor.

The purpose of the FF mentoring support is to:

- Support and encourage the member of staff in their career and professional development, during Relevant Family Leave and/or FFR&S Leave;
- Provide advice and suggestions about how to maximise the benefit of Keeping in Touch (“KIT”) and/or Shared Parental Leave In Touch (“SPLIT”) days, if the member of staff chooses to take them;
- Provide advice and suggestions about how to maximise the benefit of the teaching backfill member of staff, whilst on FFR&S Leave;
- Where required, maintain and/or increase the confidence of the member of staff during Relevant Family Leave and/or FFR&S Leave; and
- Provide practical advice, share experiences and provide suggestions on how to balance the demands of Academic Staff and Teaching Staff who undertake scholarship duties with family life, involving the Human Resources team where required.

Staff interested in accessing FF mentoring support should in the first instance notify the [Organisational and Staff Development Unit \(OSDU\)](#).

8 CONCERNS

Staff who are concerned they are experiencing difficulties as a result of intending to take, taking or having taken FFR&S Leave, are encouraged in the first instance to discuss their concerns with their Head of Department in the first instance or with Human Resources, with the aim of seeking resolution of the issue.