

# Family Friendly Research & Scholarship Leave (FFR&S) Policy

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**Policy Owner:** Human Resources

**Last Review Date:** November 2024

**Version:** 1.0

## 1. Introduction

At Strathclyde, we support parents returning to work after family leave. We know balancing work and personal life is important, so we offer eligible academic and teaching staff three months of paid Family-Friendly Research & Scholarship (FFR&S) Leave. This leave helps you smoothly get back into your research and scholarship duties, ensuring you have the time and support needed to succeed both professionally and personally.

This policy explains how to apply for FFR&S Leave and the support we provide to staff returning from Relevant Family Leave. We're here to help you thrive at work and at home.

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#).

## 2. Who is covered by this policy?

This policy is for University employees who:

- Are Academic or Teaching Staff with research and/or scholarship duties, which include activities like conducting research, publishing papers, attending conferences, and engaging in academic collaborations.
- Have returned from at least four months of maternity, adoption, or shared parental leave.

## 3. Principles of FFR&S Leave

During the three months of FFR&S leave the following principles apply:

- You won't have any teaching duties, so you can focus on your research, scholarship, and, if applicable, knowledge exchange and citizenship duties.
- Leave usually starts when you return from a period of Family Leave. Although, you can choose to defer your FFR&S Leave for up to one year or two semesters (whichever is longer) after returning.

- To help you re-engage with your duties, we offer flexibility. If you return to work when you don't have any scheduled teaching, your FFR&S Leave will be deferred until your teaching duties begin.
- While on FFR&S Leave, you'll usually be based in your department to support your re-engagement with research and to reconnect with colleagues and the department's routine.

## 4. Teaching Backfill

Whilst on FFR&S Leave, you won't have any teaching duties. We encourage you to help find a suitable replacement for your teaching duties if you can. However, the Head of your Department will make the final decision on who will cover your classes.

For more information on how departments can arrange teaching cover during FFR&S Leave, please check the [Frequently Asked Questions](#) (staff login required) on teaching backfill requirements.

## 5. Sabbatical Leave

Taking FFR&S Leave won't affect your eligibility for sabbatical leave or its timing. If your FFR&S Leave overlaps with your sabbatical leave, we'll make sure you can take your sabbatical as soon as possible, and no later than one year after your FFR&S Leave ends.

## 6. Applying for FFR&S Leave

To let us know you want to take FFR&S Leave, you'll need to fill out the [FFR&S Leave Request Form](#) (staff login required). Make sure to complete this form at least three months before you want your leave to start to give us enough time to make the necessary arrangements.

When you fill out the form, you agree to complete the two-part FFR&S Leave Statement:

- Part I: Submit this to your manager at least one month before your leave starts. They will then meet with you to discuss the statement and make any necessary preparations. This helps ensure everything is in place for a smooth transition.

- Part 2: Submit this to your manager within one month of your leave ending. In this part, you'll summarise the activities you undertook during your leave, how these activities matched your initial plan, and the benefits to you and your department. This reflection helps us understand the impact of your leave and supports your ongoing development. Your manager will then arrange to meet you to discuss in more detail.

You can find the FFR&S Request Form, Statement and Frequently Asked Questions on our People Hub. We're here to support you through this process to ensure you have a successful and productive period of leave.

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

## **7. Family Friendly Mentoring Support**

If you're on family leave or FFR&S Leave, you can get family-friendly mentoring support if a suitable mentor is available. This program helps with your career and professional growth during your leave. You and your mentor will decide what to talk about and how often to meet. The mentoring can help you with:

8. Using Keeping in Touch (KIT) and Shared Parental Leave In Touch (SPLIT) days.
9. Making the most of the teaching backfill staff during your FFR&S Leave.
10. Boosting your confidence if needed.
11. Balancing work and family life, with help from the [Human Resources](#) team if necessary.

## **8. Further Information and Support**

If you have any queries about this policy, please talk to your manager or contact Human Resources. Further information and guidance can also be found on our People Hub.

If you're having any difficulties because you plan to take, are taking, or have taken FFR&S Leave, please talk to your Head of Department or Human Resources. We're here to help resolve any issues you might have.

## 9. Policy Review

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please see our [Policy Review Schedule](#) (staff login required) on our People Hub.