

Short Term Unpaid Leave Policy (Staff on Probation)



Policy owner: UCD HR

Approval date and body: UMT, 2 November 2021

1. Purpose

The purpose of the scheme is to allow staff to take leave from work for a period of up to 4 weeks in any one calendar year at the discretion of the Head of School/Unit.

2. Scope

New staff members on probation should use this policy if they wish to apply for short term unpaid leave in block form.

3. Principles

- 3.1 The University has a number of policies/schemes related to unpaid and paid leave (see 4. Related Documents). This policy is in addition to these and if the leave can be covered by any of the listed policies/schemes then the staff member should proceed on that basis.
- 3.2 This policy is specifically designed for new staff members who are on probation and have not accrued sufficient leave entitlements and cannot avail of other types of leave but need to take some time off for a special event or occasion that is arising during their probationary period.
- 3.3 This leave must be taken in block form of a minimum of 5 working days. This policy cannot be used to take random days of leave.
- 3.4 A member of staff who wishes to apply for short term unpaid leave should apply initially to their Head of School/Unit using the application form on the HR Website.
- 3.5 The Head of School/Unit will then consider this application in line with the business needs of the school/unit.
- 3.6 If the Short Term Unpaid leave is approved by the Head of School/Unit the application form should be signed by the Head of School/Unit and sent to the Human Resources Operations Team.
- 3.7 Any changes in the commencement or return date of the period of short term unpaid leave must be agreed with the Head of School/Unit in the first instance and confirmed by the staff member in writing to UCD Human Resources as soon as possible.
- 3.8 The period of short term unpaid leave will not count towards pensionable service. It may be possible to purchase the service through the Notional Service Purchase Scheme on resumption of duty. Further information on this option can be obtained from the Pensions Office.
- 3.9 The Payroll Office can also advise on maintenance of other deductions from salary, e.g. VHI
- 3.10 Time taken will be added onto the staff member's probation period.
- 3.11 The University will accept no responsibility for any injury sustained in whatever manner during the period of leave.
- 3.12 Any acts viewed as gross misconduct committed during short term unpaid leave which would be relevant to the staff member's employment may be considered under the

disciplinary procedure. Examples of what would be viewed as gross misconduct is contained in the Disciplinary Procedure, found on the HR website.

4. Related documents

Information on the this policy and other leave types outlined below can be found on the HR website: <https://www.ucd.ie/hr/leave/>

- Short Term Unpaid Leave Application Form
- Adoptive Leave
- Parental Leave (including force majeure leave)
- Carers Leave
- Compassionate Leave
- Managing Attendance & Sick Leave Policy
- Research Sabbatical Leave for Faculty
- Career Break
- Maternity Leave
- Shorter Working Year Scheme
- Flexi-Time
- Annual Leave
- Paternity Leave
- Study & Exam Leave

5. Version history

Version	Date	Description	Author
1.0	March 2015	Policy Created	UCD HR
1.1	June 2020	Policy moved to new template, minor formatting changes	S.Raleigh, UCD HR
1.2	May 2021	Link to HR website inserted	P.Fitzgerald, UCD HR