

**HEYTHROP COLLEGE**  
**University of London**

**Sabbatical Leave Policy and Procedure**

**December 2013**

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Academic staff on permanent or fixed-term contracts<sup>1</sup> are entitled to apply for sabbatical leave. The College's policy of academic staff sabbaticals is that staff may apply for one term's sabbatical leave every three years (that is, every one in nine terms, accrued).

During the sabbatical, staff are expected to engage in professional research which will lead to an outcome. Although sabbatical leave is mainly for professional research, academic staff may also apply for sabbatical leave for pedagogic development.

Sabbatical leave is normally granted on full pay, on condition that the member of staff is not in receipt of other remuneration.

**Procedure**

The procedure followed is, that through the Head of Department, a request is made, using the application below, to the appropriate Departmental Board which gives the permission for the sabbatical leave.

**Monitoring Sabbatical Leave**

The Head of Academic Policy and Governance and Deputy Clerk to the Governing Body will maintain a record of periods of sabbatical leave approved and taken, to ensure that the timing of leave is unlikely to place other activities at risk.

Staff who have completed a period of sabbatical leave are required to submit a report on what they have done to the Academic Board.

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<sup>1</sup> This applies to staff on regular monthly salaries. Staff on fixed-term contracts will have three years' continuous service by the first day of the proposed sabbatical leave