

Additional Research Leave Policy

Academic staff who are employed under the terms and conditions of the New Academic Career are entitled to a period of additional research leave following long-term absence from the School in a number of specific circumstances. The purpose of this additional research leave is for these staff members to re-establish their research trajectory following a long period of absence. Research leave mirrors sabbatical leave, i.e., staff members will be relieved of their teaching and administrative duties but differs in both its operation and the circumstances in which it can be taken.

Academic staff are not required to have accrued service in order to access this provision. However, whilst research leave is an automatic entitlement, it is not mandatory. Heads of Department are expected to facilitate periods of leave under this provision for those academic staff who qualify. Additional research leave will apply in the following circumstances:

Type of Absence	Leave Entitlement
Maternity or adoption leave for a total period of sixteen weeks or greater.	One term.
Shared Parental Leave for a period of sixteen weeks or greater.	One term.
Long-term sickness absence.	Determined on a case-by-case basis as part of an individual's return to work plan by the Head of Department, with HR Partner advice (up to one term).

Absences of less than sixteen weeks in total will not normally attract additional research leave.

Where a staff member has a long-term period of absence that falls outside one of these categories, their Head of Department can make a discretionary case for additional research leave to the VPFD. The decision of the VPFD is final and there is no right of appeal.

As the purpose of research leave is to re-establish a faculty member's research trajectory,

research leave must normally be taken within one year of the employee returning to work. Research leave not taken during this timeframe will be lost, unless the Head of Department and VPFD approve an alternative arrangement in the individual case.

Should a staff member leave the School before having taken any research leave they are entitled to, there will be no payment in lieu of untaken leave.

Academic staff members who are taking a planned period of family leave should discuss and agree the timing of their research leave with their Head of Department before they embark upon their planned family leave. Heads of Department may be willing to allow for later agreement, but this is at their discretion.

Whilst academic staff do not need to 'make a case' for taking this type of research leave, it is implicit within this leave type that staff on research leave will be primarily focusing upon their research activities. As such, the leave should not be taken to enable the staff member to take up teaching, or other remunerated activity, at an alternative institution or establishment.

Equally, it is not expected that staff will use this leave as a substitution for other childcare arrangements.

The additional research leave will normally commence on the first day of term for the full term allowance. Heads of Department can, as a matter of discretion, choose to vary this requirement should the operational needs of the Department permit this, e.g., to enable research leave to be taken immediately following family leave.

Academic staff do not need to submit a formal application for additional research leave, but leave should be agreed in advance with the Head of Department. The Head of Department and the academic staff member should notify the Human Resources Division, via their HR Partner, of the arrangement that they have agreed. HR Partners are also available for advice at an earlier stage of the process.

It is generally expected that colleagues will cover the duties of staff on research leave, but it is accepted that the expertise of the member of staff on leave will not necessarily be replicated within the Department and that, in these cases, replacement teaching expertise may need to be bought in.

Review schedule

Review interval	Next review due by	Next review start
1 Year	June 2026	

Version history

Version	Date	Approved by	Notes
1	June 2025	Appointments Committee	

Contacts

Position	Name	Email	Notes
Human Resources	HR Advisers	Hr.Adviser@lse.ac.uk	

Communications and Training

Will this document be publicised through Internal Communications?	No
Will training needs arise from this policy	No
If Yes, please give details	