Policy on Extension of Fixed-Term Career Development Fellowships Following Leave

1. Purpose

This policy sets out the College's approach to extending fixed-term Fellowships where an individual takes a substantive period of certain types of leave during an appointment established for the purpose of career development.

This provision supplements the College's adoption of the University's policies on maternity, paternity, adoption and other leave.

2. Scope

This policy applies only to fixed-term Fellowships where the primary purpose of the appointment is the development of the individual's academic profile.

This includes (this list is not exhaustive; the GB may decide to introduce another category of fixed-term Fellowship to which this Policy may apply):

2.1. Career Development Fellowships where duties are split between research and an administrative or College role;
2.2. Junior Research Fellowships;
2.3. Darby Fellowships, where the primary purpose of the appointment is early-career academic development.

This policy does not apply:

2.4. where a fixed-term appointment is created to deliver a defined project or externally funded activity within a specified timeframe;
2.5. to teaching-focused roles established to meet specific, time-limited teaching needs (for example, Stipendiary Lecturers or equivalent posts).

3. Entitlement to extension

Where a Fellow within scope takes a qualifying period of leave, they will be entitled to an extension of their fixed-term appointment.

The extension will be equivalent to the duration of the qualifying leave, such that the individual is able, as far as reasonably practicable, to benefit from the full intended period of the Fellowship.

4. Qualifying leave

To qualify for an extension under this policy:

4.1. the individual must have taken at least 8 weeks of leave within any 12-month period during the Fellowship.

Qualifying leave includes:

4.2. maternity leave;
4.3. paternity leave;
4.4. adoption leave;
4.5. Shared Parental Leave;
4.6. unpaid parental leave;
4.7. formally recorded sick leave (periods of sick leave of less than 8 weeks may be aggregated where they relate to the same underlying medical condition).

Qualifying leave does not include:

4.8. sabbatical leave;
4.9. research leave or other discretionary leave associated with normal academic activity.

5. Calculation of extension

Where the eligibility threshold is met:

5.1. the end date of the Fellowship will be extended by a period equivalent to the number of weeks of qualifying leave taken.

Extensions will normally be calculated on a week-for-week basis.

6. Implementation and constraints

Extensions under this policy will normally be granted, but may be subject to and impacted by practical constraints in particular cases.

These may include:

1.1. immigration or visa restrictions;
1.2. operational considerations, including the timing of teaching or College duties.

Such issues will be considered on a case-by-case basis. The existence of practical constraints does not remove the underlying principle of the policy but may affect how an extension is implemented.

7. Relationship to other policies

This policy operates alongside, and does not replace, the University's policies on maternity, paternity, adoption and other leave and pay, as adopted by the College.

8. Review

As this is a new policy, it will initially be reviewed after a year and then on a three- year cycle or sooner if needed to ensure any updates to legislation or associated policies are taken into account.