

PARLIAMENTARY LEAVE POLICY



This document sets out the University's policy governing parliamentary leave.

Executive Sponsor	Richard Billingham, Executive Director of Human Resources and Organisational Development
Officer Responsible for Policy/ Procedures	Richard Billingham, Executive Director of Human Resources and Organisational Development
Consultation Process	Joint Union Consultative Committee
Date of Approval and Committee and/or Executive Officer	Joint Union Consultative Committee

Special leave may be allowed by the University for Parliamentary Candidates and elected Members of Parliament. The arrangements for approval of such leave are detailed below.

If a member of staff of the University (academic or non-academic) is adopted as a parliamentary candidate and an election is arranged, (s)he may request a limited amount of leave to conduct his/her campaign. If this happens it is proposed that the following action is necessary within the University before the leave of absence with pay can be granted.

1. When adopted as a parliamentary candidate a member of staff should notify the University and will be informed that (s)he can apply in advance for leave of absence with pay to conduct his/her campaign. The maximum leave of absence anticipated would be in the order of one month.
2. The application must be subject to the normal procedures required for approval of leave of absence with pay. Namely, with the knowledge of the Head of School/Department.
3. The Executive Dean/Head of Department must notify the Director of HR who, after discussion with the relevant Executive Dean/Head of Department, as appropriate, will decide if the University can support the application.
4. Any action taken will be reported by the Director of HR to the Vice-Chancellor.
5. The procedures contained in 1 and 2 above imply that the School/Department will be allowed no additional staff allocation due to this leave of absence. This is assumed to be clearly understood by all members of the department concerned.
6. If the person is elected to Parliament, the University is prepared to reserve a vacancy, but not a particular position, for the life of that parliament provided that it does not exceed a maximum of five years. Arrangements can be made by the University to maintain superannuation arrangements at the member's expense so long as his/her contract with the University is not terminated.
7. If the member of staff is elected for a second period then the University can no longer reserve a vacancy for him/her and (s) he will be expected to resign from his/her position at the University.

Please note, for requests which relate to taking an elected position not covered by this policy, the employee should put forward their request in writing to their Head of Department/Dean. The request will then be considered, along with the amount and timing of the leave and whether this will be on no pay or full pay.



Aston University
Birmingham
B4 7ET, UK

+44 (0)121 204 3000
aston.ac.uk

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