

## **Education related duties - cover for planned and unplanned staff absence (all job families) – excluding sabbatical leave**

### **Aims**

- To create a supportive environment for staff who are absent from work.
- Enabling and underpinning the University's policies within FNES without creating an unnecessary burden on staff

### **Principles**

Responsibility for managing the business in the case of both planned and unplanned absence lies with the line management and not the individual member of staff.

Planned and unplanned absence can be for a wide variety of reasons including. maternity, health, sabbatical, family crises, paternity, Leave for Public Duty (Jury, Magistrates, Union etc.), parental leave. For the purposes of this document these reasons are collectively referred to as Life Events.

This document does not address issues pertaining to return to work as these are covered by a number of UoS policies. The appropriate policy is determined by the nature of the Life Event. \*

We are committed to:

- Supporting all staff through Life Events and recognising that these can have an impact on staff, and their colleagues, from the joyous/celebratory to the traumatic.
- Striving to ensure that there is no negative impact on the student experience or on colleagues who may be asked/required to support this commitment.
- Fostering a culture of collegiality whereby all staff are committed to working towards the common aim, showing respect and support for their colleagues.

Managing absence is the responsibility of the management team of individual academic units, each of which operate within the following procedural framework:

The member of staff follows the relevant UoS procedure/policy\* in informing their line manager (and HR if appropriate) that there is going to be a period of planned/unplanned absence. Staff are encouraged to give as much notice as possible to enable appropriate cover to be put in place.

The Line Manager is responsible for:

- i) being aware of all teaching and administrative duties impacted by the leave. NB the AU administrative support will help in collating as appropriate e.g. via workload management and other published material.
- ii) putting in place measures to ensure that there is no negative impact on the student experience. This will be done in consultation with other senior managers (e.g. Director of Programmes and other line managers as appropriate).
- iii) securing approval for the plan from key stakeholders (DoP for teaching, other line managers/staff where cover from existing staff team is being requested) and financial approval when there is a need to 'buy in' teaching cover.

**\*University of Southampton policies which support this document :**

Adoption leave: <http://go.soton.ac.uk/5y5>

Career Breaks: <http://go.soton.ac.uk/5y6>

Compassionate & domestic leave: <http://go.soton.ac.uk/5y7>

Jury Service: <http://go.soton.ac.uk/5y8>

Maternity leave: <http://go.soton.ac.uk/5t4>

Parental leave: <http://go.soton.ac.uk/5y9>

Paternity leave: <http://go.soton.ac.uk/5ya>

Research & study leave: <http://go.soton.ac.uk/5yb>

Sick leave: [http://www.southampton.ac.uk/hr/services/managing\\_absence/how\\_do\\_i.php](http://www.southampton.ac.uk/hr/services/managing_absence/how_do_i.php)

Special leave: <http://go.soton.ac.uk/5yFunding>

**Please note that:**

Maternity pay: Currently RCUK grants will fund maternity pay (including Occupational Maternity Pay).

Statutory Maternity Pay: 80% of SMP is returned to the salary code of the employee on maternity leave.

Cover and extension during maternity leave: RCUK allows grants to be extended by up to 12 months to allow for maternity leave.

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