

PERIODS OF UNPAID LEAVE

Study Leave

For academic staff, Academic Sabbatical Leave policy can be found at:

http://www.reading.ac.uk/web/files/humanresources/humres-Academic_Study_Leave_Policy.pdf

To apply for this, the Study Leave request form can be found at:

<http://www.reading.ac.uk/internal/humanresources/policiesandprocedures/AbsenceandLeave/humres-plannedleave.aspx>

For professional staff, the Study Leave policy can be found at:

http://www.reading.ac.uk/web/files/humanresources/humres-Non-academic_Study_Leave_Policy.pdf

Unpaid Leave

To request unpaid leave for a period of less than 8 weeks: book this via Employee Self-Service following this guidance:

http://www.reading.ac.uk/web/files/humanresources/Quick_Reference_Guide_ESS_Unpaid_leave_less_than_8_weeks.pdf

To request unpaid leave for a period of more than 8 weeks: book this via Employee Self-Service following this guidance:

http://www.reading.ac.uk/web/files/humanresources/Quick_Reference_Guide_ESS_Unpaid_leave_over_8_weeks.pdf