

Procedures for absence from work activities in the Business School

The business school adheres to university policy on annual leave, medical or sickness absence. Regulations are available on the following site:

<http://www.abdn.ac.uk/hr/policy/staffing/other/>

Annual Leave

In summary, the university policy states:

- Annual leave covers a period 1 October to 30 September. Holidays not taken by the 31 March of the following year shall lapse.
- Academic members of staff are entitled to 41 days as holidays with pay. Normally, this includes 11 days during holiday periods (e.g. Christmas etc), although this holiday time can be negotiated and taken in lieu.
- Annual leave can be taken at any mutually convenient time. It is recommended that not less than two consecutive working weeks is taken during the summer break.

Procedures

Annual leave should be taken outside the official term dates covering periods of induction, teaching and examinations. These dates are publicised annually on the university web site: <http://www.abdn.ac.uk/students/term-dates.php>.

- Annual leave can be taken during official term dates if it is agreed with the Head of Discipline or Head of Unit in advance.
- Members of staff assume individual responsibility for advising the School of the dates that they take as annual leave. Those dates are required to be sent to Ms Kate Ellis (k.ellis@abdn.ac.uk).

Medical Absence

- If members of staff are prevented by illness from undertaking their work activities then they should contact the Head of Discipline or Head of Unit as early as possible on the first day of absence.
- Absence of 1-7 days requires a university self certification of sickness form to be completed. This form is available from Anne McPherson and should be returned to her once it is completed. It is also available at this web site. <http://www.abdn.ac.uk/hr/uploads/files/sickness%20absence.pdf>
- Absences exceeding 7 days require a (includes non-working days) require a medical certificate from a general practitioner. This should be submitted to human resources.

Please consult the university policy on conditions relating to return to work after medical absence.

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