

REGULATIONS ON STUDY/SABBATICAL LEAVE AND LEAVE OF ABSENCE FOR SENIOR MEMBERS

1.0 General Principles

The grant of Study/Sabbatical Leave and Leave of Absence shall be guided by the following general principles:

- a. The granting of Study/Sabbatical Leave shall be subject to the staffing situation and programme for work of a Department.
- b. A Senior Member who intends to take Study / Sabbatical Leave shall consult his Head of Department in the early stages of his plans. (at least six months' notice shall normally be given to the Head of Department) and, thereafter, submit an application through the Head of Department/Provost to the Scholarships Committee.
- c. Study/Sabbatical Leave and Leave of Absence shall not be granted within two academic years of recruitment or return from any of these leaves.
- d. A grantee of Study Leave for more than one academic year shall submit annual progress reports on his work to the Vice-Chancellor through his Head of Department/ Provost.
- e. The University grants or extends Study Leave to enable a Senior Member to pursue a programme of study tenable in an institution: inside/ outside Ghana based on grant/ extension of Scholarship award such as Ghana Government, GETFund, Commonwealth or any other similar awards.
- f. Under normal circumstances, application for extension of. Study Leave period shall not be entertained.
- g. Sabbatical Leave for a period of two years shall not be extended.
- h. A grantee of Sabbatical Leave shall submit a report to the Vice-Chancellor through his Head of Department/Provost on resumption of duty.

2.0 Types of Leave

2.1 Study Leave with Pay

- a. Study Leave for a period ranging from two to eleven months may be granted after continuous service of two academic years. Grantees shall return to the service of the University immediately after Leave for a period twice the duration of the Study Leave.
- b. Study Leave for a period of at least one academic year may be granted after continuous service of three academic years. Grantees shall be required to return to the service of the University immediately after such leave for a period equivalent to the duration of Study Leave plus one academic year.

2.1.1 Extension of Study Leave

A Senior Member applying for extension of Study Leave shall:

- a. Give at least three months' notice in writing to the Scholarships Committee.
- b. Attach to the notice, a progress report indicating the work done, what remains to be done and the time within which the remainder of the project is expected to be completed.

2.2 Sabbatical Leave

- a. A one-year Sabbatical Leave with pay may be granted after a six- year continuous service without Study Leave. Grantees shall return to the service of the University for two academic years immediately after such leave. The period of absence under such leave shall be taken into account in calculating benefits under superannuation scheme.
- b. A two-year Sabbatical Leave with pay may be granted after a ten- year continuous service without Study Leave. Grantees shall return to the service of the University for three academic years immediately after such leave. The period of absence under such leave shall be taken into account in calculating benefits under superannuation, scheme.

2.3 Special Cases of Sabbatical Leave

- a. A one-year special Sabbatical Leave with' pay may be granted after eight years of continuous service without Study Leave in the ninth year. Grantees may not be required to return to the service of the University for two academic years immediately after such leave. The reason for this is that if the staff were granted Sabbatical Leave in the seventh year, he would have discharged the contractual obligations of serving the University for two academic years by the end of the ninth year.
- b. A two-year Sabbatical Leave with pay may be granted after fifteen years of continuous service without Study Leave. Grantees may not be expected to return to the service of the University for three academic years immediately after such leave. The assumption is that if the staff had been granted Sabbatical Leave for two years after continuous service of ten years without Study leave, he would have discharged the contractual obligations of serving the University for three academic years by the end of the fifteenth year.
- c. In both situations (a and b above), grant of Leave of Absence after a waiver shall not exceed one year.

2.4 Post-Sabbatical Leave of Absence

- a. A one-year Leave of Absence (after a one-year Sabbatical) may be granted after a six-year continuous service without Study Leave. Grantees shall return to the service of the University for two academic years immediately after such Leave. Only half of

the period of the post-Sabbatical Leave of absence shall be taken into account in calculating benefits under superannuation scheme.

2.5 Normal Leave of Absence

- a. Subject to the exigencies of a Department, normal Leave of Absence may be granted, on application, for an approved purpose.
- b. Leave of Absence shall be for a total period of two years; one year in the first instance, which may be renewed for another period of one year.
- c. The Scholarships Committee may refuse to grant Leave of Absence or its extension if it is deemed not to be in the best interest of the University.
- d. A Senior Member who is granted Leave of Absence may, subject to the terms of the grant, resign by giving at least six months' notice in writing to the Vice/ Chancellor.
- e. A Senior Member who does not return immediately to the service of the University after the Leave shall be deemed to have vacated his post, unless he had resigned in accordance with paragraph 2.5(d) above.

2.6 Special Cases of Leave of Absence

The following shall constitute special cases of Leave of Absence:

2.6.1 Leave of Absence on Secondment

- a. A Senior Member may, on request by another University or Institution/Organisation other than Office in the Government or the State, be granted Leave of Absence on secondment.
- b. Leave of Absence on secondment shall be for a total period of two years; one year in the first instance, which may be renewed for another period of one year.

2.6.2 Leave of Absence for Participation in Politics

- a. Subject to the exigencies of a Department, a Senior Member/ Member of Staff may be granted Leave of Absence for a period not exceeding six months to enable him to campaign for election to Parliament.
- b. On election to Parliament, the Senior Member/Member of Staff may be granted a further Leave of Absence to enable him to pursue his Parliamentary duties for the duration of Parliament.
- c. If a Senior Member/Member of Staff wishes to remain in Parliament beyond the life of one parliament, it will be the prerogative of the University to grant him a further term of Leave of Absence.
- d. If a Senior Member/Member of Staff wishes to remain in Parliament beyond the life of two Parliaments, then he shall resign his appointment in the University by giving at least six months notice in writing to the Vice Chancellor before the end of his Leave of Absence.

- e. Regulations a-d shall also apply when a Senior Member/Member of Staff is appointed a Minister of State.
- f. A Senior Member/Member of Staff who accepts a full time office in the Government or the State may be seconded at Government request, subject to the exigencies of his Department. The period of secondment shall not exceed three years, except that in peculiar circumstance, Council may, on application from Government, received at least six months notice prior to the expiry of the period of secondment and/ or Leave of Absence, grant an extension for a stated period of secondment and/ or Leave of Absence.
- g. Requests from Government for the secondment of a Senior Member /Member of Staff to a State institution may come only from the Office of the Head of State or Government. In addition, it will be the responsibility of the Senior Member/Member of Staff concerned to apply personally to the University for such a secondment.
- h. A Senior Member/Member of Staff on secondment shall be deemed to be in continuing service with the University and shall be entitled to facilities provided. under General Conditions of Service, save that in respect of the following facilities, entitlements shall be subject to the conditions indicated hereunder:-

i. Emoluments

If a Senior/Member of Staff is paid from State funds while on secondment, the University shall not pay him any emoluments, that is, his salary and allowances.

ii. Health Care

If a Senior Member/Member of Staff on secondment receives medical or dental attention from the University Hospital, then arrangements must be made for reimbursement by Government to the University of the cost of such medical or dental attention.

3.0 Leave and University Accommodation

The following provisions shall apply when a Senior Member has to Leave the University in the circumstances stated hereunder.-

3.1 Normal Leave of Absence/Leave of Absence on Secondment

A Senior Member on normal Leave of Absence/Leave on secondment shall vacate his bungalow within three months. During this period (three months), he shall pay the normal rent. Beyond this period, he may continue to stay in the house for only one year, during which he shall pay the full economic rent.

3.2 Leave of Absence for Participation in Politics

- a. Senior Member/Member of Staff on secondment to take up a full time office in the Government or the State shall vacate his bungalow within three months of his secondment.

- b. During this period (three months), he shall pay the normal rent. Beyond this period, he may continue to stay in the house for only one year, during which he shall pay the full economic rent.

3.3 Study/Sabbatical Leave for a period not exceeding 24 calendar months

- a. The Senior Member/Member of Staff may retain his house for occupation by his family (wife and children). He may, by a letter copied to the Estate Officer and the Security Officer, authorise any other person(s) to occupy the house during his absence.
- b. The normal monthly rental shall continue to be deducted from the salary of the Senior Member/Member of staff who exercises the options under subparagraph 3.3(a) above.

3.4 Study Leave for a period exceeding 24 calendar months

- a. The Senior Member/Member of Staff may retain his house for occupation by his family (wife and children).
- b. The Senior Member/Member of Staff, who exercises the options under subparagraph 3.4 (a) above, shall pay the normal monthly rent for the first 24 calendar months and, thereafter, the full economic rent.

3.5 Special cases of Sabbatical Sanctions

A Senior Member/Member of Staff for whom the condition to return to the University immediately for a specified period has been waived, shall forfeit the-right to remain in University accommodation.

4.0 Contractual Obligation and Sanctions

- a. Where a Senior Member on Study/Sabbatical Leave or Leave of Absence refuses to return to the services of the University as set out in above regulations he shall be liable to refund the whole amount spent on him by the University during the period of Leave. Refund will include salary, passages, allowances and superannuation contributions made by the University with all the interest thereon.
- b. A Senior Member, who, on return from Leave of Absence, fails to give the minimum service as required under these regulations, as the case may be, will be liable to refund a proportion of the amount spent on him by the University.
- c. A Senior Member who is in breach of any of the regulations in this section may render himself liable to other appropriate disciplinary action.
- d. A Senior Member on any kind of Leave of Absence shall be subject to the University discipline.

5.0 Interpretation

In these regulations, unless the content otherwise requires,

Study Leave is granted to pursue formal training normally up to three years to acquire higher degrees and/ or improved competencies/ skills as part of organisational development of the University.

Sabbatical Leave is granted, as part of organisational development of the University.

Special Cases of Sabbatical Leave are granted to a Senior Member at the discretion of the Scholarships Committee/Vice-Chancellor by waiving the conditions to return to post immediately for continuous services.

Normal Leave of Absence is distinct from post-sabbatical Leave of Absence and is granted to a Member of Staff for personal/private reasons.

Post-Sabbatical Leave of Absence is granted after one-year Sabbatical Leave.

Leave of Absence on Secondment is granted to a Senior Member to enable him take up appointment in another University, public institution or corporation.

Full time office in the Government or the State means a situation where a Senior Member/ Member of Staff, by the demands and the exigencies of his appointment in Government or in the State, is unable to carry out the teaching, research, professional or administrative duties provided in his Department.

The masculine "he" includes the feminine "**she**".