

UCD School of Mathematics and Statistics

Policy on Absences from School

UCD regulations state that staff should request advance permission from their Head of School to be absent from campus. Adequate prior notice should be given of your intention to be absent from campus. Annual leave outside term time (*) will be granted as a matter of course to all individuals upon request. Please refer to your contract for the duration of this leave. UCD requires all Schools to keep a record of all staff absences for insurance and audit purposes. Thank you for your cooperation with this procedure which we will keep under review.

The University recognises that a key part of the role of an academic is to engage with researchers in other higher education institutions and to participate in conferences. The University will normally be able to facilitate such activities. However, UCD has a duty to ensure that students are not inconvenienced, that our commitments to students are kept, and that other colleagues are not overly burdened by any individual's absence. In order to ensure the smooth operation of the University's duties and to ensure that neither staff nor students are inconvenienced, the following policy on absences will apply.

All arrangements that are to be made with regard to covering the teaching duties of staff wishing to absent themselves from UCD during term time should be discussed first with your Head of Subject, before submitting this form to the school office. If such arrangements will cause the School to incur a cost (e.g. through payments to occasional lecturers) please discuss this with the Head of Finance before submitting this form to the school office.

For both absences during term time and outside term time, it is the individual's responsibility to ensure that their administrative duties are carried out while they are absent.

Absences of one day or less where no arrangements to cover teaching are required do not need approval, but please inform the School Office of your absence.

(*) Staff are normally expected to be present at UCD for the duration of the work year including week 0, both teaching semesters, relevant examination periods, and the January and May/June periods when grades are being finalized and external examiners visit. (Please note that the summer months form part of the work year.) However, every effort will be made to accommodate staff making visits off campus for research purposes. We are aware that important conferences can be held at all times of the year.

Policy on Visitors

UCD has a formal procedure regarding visitors. For visits of less than one day or where desk facilities are not required the school does not require any information. For visits of longer than one day or where desk facilities are required, visits to the School must be notified to the School Office in advance. Please give notice of these visits as soon as you have details so the office has time to prepare. For long term official visits, of duration longer than one month, the process is more involved and all staff must follow the UCD formal procedures which usually take several months.

Notice

During term time, please give us four weeks notice for absences of up to one week. At any time of year, please give us four weeks notice for any consecutive absence of longer than four weeks, and otherwise please give us a reasonable amount of notice.

UCD School of Mathematics and Statistics - Request for Absence from Campus

Please submit this form as early as possible to the School Office Manager (Nuria.Garcia@ucd.ie).

Name:

Period of absence from UCD

From:

To:

Please state if this is a request for annual leave or an absence for professional reasons? If professional reasons, please give details.

If during term time, what arrangements have you made to cover your teaching duties during your absence?

(Please discuss these arrangements with your Head of Subject before submitting this form.)

Will these arrangements incur a cost to the School?

(If so please seek approval from the Head of Finance before submitting this form.)

What arrangements have you made to cover your administrative duties during your absence?

Approved by Head of School: