The University of Manchester

Postgraduate Researcher (PGR) Additional Leave Procedure

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1. Introduction and Purpose

1.1 The purpose of this procedure is to provide guidance on how and when PGRs can take time away from their research in instances not covered by other types of leave such as Medical Leave or Family Leave.

2. Scope and Definitions

2.1 This procedure applies to all full-time and part-time PGRs, as well as relevant University of Manchester staff.

2.2 This procedure should be read alongside the PGR Change of Circumstance Policy.

2.3 Types of leave covered in this procedure include:

- Special leave (including bereavement and pregnancy loss).
- Baby loss (including stillbirth and neonatal death).
- Carer's leave.
- Additional disability leave due to adjustment delays.
- Health and safety leave.
- Public duty (jury service) leave.

3. Special Leave (including bereavement and pregnancy loss)

3.1 PGRs are eligible to take up to 10 working days special leave in addition to their annual leave entitlement every rolling 12 months.

3.2 PGRs are eligible for this leave for the following reasons:

- The serious illness of a domestic partner, child, or other person, whether related or not, who plays a significant part in the life of the PGR;
- The death of a close relative (which would normally include a spouse or significant partner, parent, brother, sister, in-law, grandparent, or grandchild);
- Pregnancy loss before 24 weeks, whether the PGR experiences this loss directly, is the partner of someone who experiences the loss, or loses a baby via surrogacy;

- Emergencies at home (such as flooding);
- Antenatal appointments;
- Fertility treatment;
- Routine disability-related appointments e.g., diagnosis, therapy, or treatment.

3.3 There is no formal application required for PGR Special Leave. However, PGRs must discuss and get agreement for any period of special leave with their supervisor(s) prior to taking the leave.

3.4 It is expected that permission will not be withheld unreasonably taking into account all the factors involved, both personal and organisational.

3.5 The PGR will not receive an extension or interruption to programme for any period of Special Leave but progression milestones may be adjusted to accommodate the time away.

3.6 Absences beyond these allowances may be taken as Medical Leave where they meet the conditions laid out in the PGR Medical Leave Procedure.

4. Baby loss (including stillbirth and neonatal death)

4.1 A PGR is entitled to baby loss leave, in addition to Special Leave, if the PGR is:

- the mother/birth parent or;
- the father/non-birth partner/partner of birth mother and;
- the baby is stillborn or born at any stage of pregnancy in or beyond week 24 of the pregnancy but dies within the first 52 weeks of being born. This is irrespective of whether the child was stillborn, dies within the first 28 days (neonatal death) or dies at any other time in the first 52 weeks.

4.2 The PGR should be provided the same amount of Family Leave as they would have been provided had the child survived.

4.3 If the PGR is already on Family Leave, this should continue unless the PGR expressly requests to return to study.

5. Carer's Leave

5.1 PGRs are entitled to up to 5 days per year pro rata (in addition to their annual leave and special leave entitlement) to give or arrange care for a dependent with a long-term care need as defined in the Postgraduate Researcher Carer's Policy.

5.3 There is no formal application required for PGR Carer's Leave. However, PGRs must discuss and get agreement for any period of Carer's Leave with their supervisor(s) prior to taking the leave.

5.4 The PGR will not receive an extension or interruption to programme for short-term periods of Carer's Leave but progression milestones may be adjusted to accommodate the time away. However, PGRs may be eligible to interrupt or extend their programme where any caring related disruption meets the thresholds set out in the relevant procedures.

6. Additional Disability Leave (Delayed Adjustments)

6.1 Leave will be provided to PGRs who are unable to study for up to 4 weeks because of delays putting in place reasonable disability adjustments, and progression milestones may be adjusted to accommodate the time away.

6.2 Where delays last 4 weeks or more the PGR will be eligible to apply for an Extension to Programme and, where applicable, the PGRs funder must be consulted.

6.3 PGRs must not continue to study while on this leave type and it must not be used to extend the length of programme or replace / enhance the provision available via the Medical Leave Procedure.

7. Health and Safety Leave

7.1 Leave will be provided to PGRs who are unable to study for 4 weeks or more due to health and safety concerns that the University is temporarily unable to mitigate, and all other efforts to mitigate the issue have been made.

7.2 Where delays last 4 weeks or more the PGR will be eligible to apply for an Extension to Programme and, where applicable, the PGRs funder must be consulted.

8. Public Duty Leave

8.1 Leave will be provided for PGRs who are required to partake in jury service lasting 4 weeks or less.

8.2 Where the public duty lasts for 4 weeks or more the PGR will be eligible to apply for an Extension to Programme.

Version amendment history		
Version	Date	Reason for change
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