

<b>Vocational Leave Policy</b>	
<b>Date approved by Trustees</b>	March 2014
<b>Date for next review</b>	July 2021
<b>Compliance lead</b>	Director of People, Employee Engagement and PSTE
<b>Agreed Policy file name</b>	Vocational Leave Policy
<b>Agreed policy location:</b>	RMT Information area\Policies and Procedures RMT website

- 1 There may be occasions when specific areas of personal and/or professional development cannot be achieved by the traditional method of part-time study. The most appropriate vehicle for development may be a period of full-time study at an academic centre, work at a distant “centre of excellence”, intensive research, voluntary or paid fixed-term work here or abroad. This activity would take significant amounts of time, typically from one month to one year and would normally require the member of staff to resign.
- 2 Where it is felt that such an activity would enhance an individual’s development significantly and/or broaden the service offered by the Trust, consideration may be given, at the discretion of the Director of People, Employee Engagement and PSTE, as to whether a period of vocational leave should be granted. This decision would be taken on the recommendation from the responsible College Principal, Headteacher, Head of Service or Director in liaison with the Department of Human Resources. Justification would be required for the absence in terms of benefit to both the individual and the Trust and how the implications of the employee’s absence will be managed. This will include a proposal for the most appropriate cover arrangements, with the proviso that the contract expiry date of any temporary replacement must coincide with the planned date of return of the member of staff.
- 3 If vocational leave is granted then this will be usually unpaid, and all contractual benefits will be suspended for the period of vocational leave.
- 4 The Vocational Leave Policy may be amended, withdrawn, suspended or departed from at the discretion of the Trust. While it does not form part of any employee’s contract of employment and is entirely non-contractual, all employees are required to adhere to the policy and any failure to comply with any aspect of the policy may be treated as a disciplinary matter.