



## Policy for sick leave, annual leave and other leave for Post Graduate Research Students

### Scope

This policy covers sick leave, annual leave and other leave arrangements for all funded postgraduate research (PGR) students in the department.

### University Guidance

- [Changes in student status | University of Oxford](#)
- [Disability | University of Oxford](#)
- [Illness: Graduate School \(ox.ac.uk\)](#)
- [Guidance on sick pay | HR Support \(ox.ac.uk\)](#)

### Sick leave

The departmental allowance for sick pay for PGR students will mirror the standard University sick pay scheme for staff (pro-rata for part-time students).

- For students *employed* under a doctoral research fellowship (or similar) normal employment policies apply. The department will pay sick pay, and for sick leave that exceeds 4 weeks, will extend the fellowship by the length of the period of sick leave (and phased return) so that the student is not disadvantaged by their period of sick leave. Employed students must record their sick leave on Teamseer.
- For students *in receipt of a stipend* the department will apply the same length of service requirements and entitlements (under the standard University sick pay scheme for staff) to the stipend and, for sick leave that exceeds 4 weeks, extend the funded studentship period by the length of the period of sick leave (and phased return) so that the student is not disadvantaged by their period of sick leave, subject to a maximum of 13 weeks funded sick leave in any 12 month rolling period. Students in receipt of a stipend must keep a written record of their sick leave and share this with their supervisors and the Director of Graduate Studies.

All student must provide a doctor's certificate ('Fit Note' – Statement of fitness for work) for periods of sickness that exceed seven calendar days, and any adjustments (including phased return to studies) should be discussed with their Supervisors and the Director of Graduate Studies (who should consult with the Graduate Studies Officer and take appropriate advice from the HR team).

The period of funded sick pay and funded extension to studies must be discussed and agreed with their Supervisors and the Director of Graduate Studies and notified to the Head of Administration at the earliest opportunity.

The financial arrangements for sick pay are to ensure that the student is not placed in a situation of hardship as a result of illness. These arrangements are independent of any change to student status. Students whose work is interrupted by illness are encouraged to apply for suspension of status which 'stops the clock' on all elements of the degree.

UKRI funded students are funded by UKRI for thirteen weeks of sick pay within a rolling 12-month period. UKRI funded students must suspend the studentship if the illness extends beyond 13 weeks in accordance with UKRI funding terms and conditions.

### **Annual leave**

The department, matches provisions for students to the normal staff terms and conditions, which meets the requirements of the UKRI policy on annual leave: accordingly students may take 38 days (including public holidays) annual leave per annum (pro-rata for part time students). This leave must be taken within the existing studentship. No additional funding will be provided. Leave periods must be agreed in advance with the supervisor(s) and employed students must record their leave on Teamseer.

### **Other leave**

Student should discuss short-term leave for emergencies or compassionate leave with their supervisor and/or the DGS. Supervisors should use their discretion, seeking guidance from the DGS/Graduate Studies officer (who will consult the HR team as needed, aiming to mirror the University guidance to staff), to ensure that they do not unjustifiably discriminate against students in their judgement of appropriate leave.

Approved by Department Strategic Committee on 18 April 2024

To be reviewed by 30<sup>th</sup> April 2027