

Portfolio:	Operations	Ref. No.	POL-4934
Department:	Scholarship & Grant Department		
Title:	Scholarship Program Leave		

1. PURPOSE AND SCOPE

This policy governs all leave arrangements for recipients of research scholarships and fellowships.

2. KEYWORDS

Leave, Scholarship, Fellowship

3. BODY OF POLICY

3.1. Background

A policy gives provision for research scholarship and fellowship recipients to seek leave for reasons including, but not limited to, employment, illness or injury, natural disasters, parental or family needs.

This policy applies to instances where the period of leave required exceeds four weeks. This policy overrides all other policies that relate to leave under the scholarship program.

3.2. Leave

Scholarship and fellowship recipients can apply for leave in keeping with the provisions made by the individual's administering institution.

The scholarship or fellowship recipient must apply in writing to scholarships@surgeons.org at least two weeks prior to the required leave stating the reason for requiring leave, the commencement date of leave and the date of return to research. The two weeks' notice period does not apply to leave because of sudden illness or injury.

Recipients must provide proof of approval for the leave from their supervisor and head of department.

3.3. Extension of Leave

Should an extension of leave be required, the scholarship or Fellowship recipient must apply again at least two weeks prior to the date of expected return to research and comply with the requirements stated in 3.2.

3.4. Scholarship or Fellowship Duration and Leave

Where leave is granted, the duration of the scholarship or Fellowship may be extended to account for the leave taken.

Recipients may apply for up to 12 months parental leave. The recipient may then apply, with notice of at least four weeks prior to the expected date of return, for an extension of up to a further 12 months.

3.5. Reporting Requirements

Where leave is granted, reporting obligation deadlines may be extended to account for the leave taken. The extension of the reporting deadline will not exceed the duration of

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the period of leave.

3.6. Access

This policy and related procedures should be accessible to staff, Fellows, Trainees and prospective scholarship and Fellowship applicants and current recipients.

3.7. Communication

This policy will be forwarded to scholarship or Fellowship recipients who apply for leave or wish to review the leave policy.

4. ASSOCIATED DOCUMENTS

Research Scholarships - General Procedure

Application Form - College Research Scholarships, Fellowships and Grants

Approver EGM, Operations

Authoriser PDSB

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