



## PROTOCOL regarding ALLOCATION of ACADEMIC LEAVE linked to being HEAD OF DEPARTMENT

### 1. Introduction

Rhodes University recognises the valuable contribution made by HoDs. As recognition for this contribution, HoDs who meet the expectations as regards their roles and responsibilities, have an opportunity to accrue 1 month of academic leave for each year served as HoD.

This academic leave provision is an opportunity for HoDs to rejuvenate their academic career and is in addition to sabbatical leave earned in the normal course of events.

This protocol seeks to operationalize this agreement.

### 2. Definitions

HoD academic leave	Academic leave credit earned by executing the roles and responsibilities of an HoD diligently. This leave is not automatic, nor an entitlement. This leave is for the express purpose of providing the academic staff member with the opportunity to rejuvenate a slowed academic career.
Normal academic leave	Academic Leave credit that is earned through the service of full time, permanent academic (teaching) staff. This academic leave too is not automatic, and is subject to provisions of scholarly productivity, and the operational needs of the applicant's department.
Total academic leave	HoD academic leave and normal academic leave

### 3. Principles

The following principles shall apply:

- 3.1 This new dispensation was approved in the second half of 2009 such that any leave considered will only accrue from 1 July 2009 onwards;
- 3.2 For Heads of Department, academic leave (hereafter referred to as HOD academic leave) credit accrues at a maximum rate of one month per full year of appointment as Head of Department i.e. a full year of service needs to be served to qualify for one month. Where an HoD takes normal academic leave during the period of appointment as HoD, such time shall not be counted for the purposes of HOD academic leave, or towards unbroken service as an HOD;
- 3.3 HOD academic leave will only be considered at the end of a 3-year HOD cycle, and/ or at the end of multiple unbroken 3-year cycles. As such, this leave can only be taken after at least one fully served 3 year appointment as HoD;
- 3.4 HOD academic leave will not apply to those HoDs who have served for shorter periods or to those in acting HoD roles;
- 3.5 HOD academic leave is earned by those HoDs who have diligently executed the roles and responsibilities as HoD during the term of office. HOD academic leave is not allocated simply because the academic took on the responsibility of being a HoD. At the Dean's recommendation, one to three

months academic leave per three year term of office (served back to back in the case of multiple three years terms) can be accrued subject to the proviso of 3.1 to 3.2 above and as per the process outlined in 4.1;

- 3.6 **This leave is for the express purpose of providing the academic staff member with the opportunity to rejuvenate a slowed academic career.** The HoD/academic shall apply for this leave in the same way as for normal academic leave, and the same scholarly expectations shall apply;
- 3.7 A maximum accrual of 6 months under this dispensation will be allowed e.g. where the academic serves two or more terms of office, not broken by academic leave or periods not in the HOD position.
- 3.8 HOD academic leave must be applied for and taken within 18 months of stepping down as an HOD;
- 3.9 The usual ruling of academic leave not accruing by more than 12 months applies, i.e. the total of HoD and conventional academic leave may not exceed 12 months, both in the accrual as well as the taking of leave. For example, an individual may accrue 6 months academic leave as an academic member of staff and then a further 6 months as a result of serving two continuous terms of office as HoD;
- 3.10 Should the academic retire before the utilisation of HOD academic leave, this will not be paid out.
- 3.11 Should 18 months elapse after the end of an HOD term, or contiguous HOD terms, no HOD academic leave credit will be granted.

#### **4. Process**

- 4.1 In line with the review of HoDs (as per the protocol governing this), the Dean (or where the Dean is also the HoD, the DVC: Academic and Student Affairs) will conduct a review of the HoD after one year and then after a further 18 months (i.e. 2 ½ years). Using the information from this review, the Dean will make an assessment as to whether the HoD has diligently executed the roles and responsibilities during the term of office. On the basis of this and subject to the rules of allocation as outlined in point 3 above, the Dean will make a recommendation as regards the accrual of HOD academic leave;
- 4.2 This recommendation will be considered for approval by the Deputy Vice-Chancellor: Research and Development;
- 4.3 Upon approval, the HR Division will record that this HOD academic leave is available. This type of leave will be recorded separately to the normal academic leave benefit that accrues to all permanent academic staff;
- 4.4 Where the academic, after that particular term of office, wishes to make use of this HOD academic leave, a motivation will need to be made as per the usual academic leave application process. The same considerations as for normal academic leave will apply;

#### **5. Review**

While the HOD academic leave provision requires a budget allocation, it is not a condition of service nor an entitlement. The continuation of the academic leave system will need to be reviewed periodically.

**Written: Director: HR with input from the DVC: R&D**  
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