

Policy on PGR Leave

1. Introduction	3
2. Summary of types of leave and how it is managed	3
Annual leave and flexible working arrangements	3
Authorised absence (Student Visa holding PGRs) and Short-term leave (other PGRs)	3
Leave of absence	3
SECTION A Parameters for authorised absence, short-term leave and leave of absence	4
3. Authorised absence for Student Visa holders: terms and conditions	4
Authorised absence: duration and timing	4
Absence longer than 60 days	5
Authorised absence: applying	5
Authorised absences: evidence	5
Authorised absence: academic conditions	5
Authorised absence: stipends and fees	6
Authorised absence: other practical implications	6
Authorised absence: return to study	6
Authorised absence: requesting an extension (time and/or funding on the basis of authorised absence)	6
4. Short-term leave for PGRs who are not Student Visa holders: terms and conditions	6
Short-term leave: part-time PGRs	7
Short-term: duration and timing	7
Short-term leave: applying	7
Short-term leave: evidence	8
Short-term leave: academic conditions	8
Short-term leave: stipends and fees	8
Short-term leave: other practical implications	8
Short-term leave: return to study	9
Short-term leave: requesting an extension (time and/or funding) on the basis of short-term leave	9
5. Leave of absence: terms and conditions	9
Leave of absence: Student Visa holders	9
Leave of absence: duration and timing	9
Leave of absence: applying	10
Leave of absence: evidence	10
Leave of absence: academic conditions	10
Leave of absence: stipends and fees	11
Leave of absence: other practical implications	11
Leave of absence: return to study	11
Why a leave of absence may be refused	12
SECTION B Reasons for taking leave and how these should be treated with respect to authorised absence/short-term leave and leave of absence	12
6. Leave for medical reasons	12
Leave for medical reasons: Student Visa holders	12
Leave for medical reasons: non-Student Visa holders	12
Paid leave for medical reasons	13

7. Leave for family reasons: maternity/paternity/adoption/neonatal care	13
Leave for maternity	13
Maternity leave: Student Visa holders	13
Maternity leave: non-Student Visa holders	13
Leave for the partner or father following the birth of a child	13
Leave for paternity: Student Visa holders	13
Leave for paternity: non-Student Visa holders	14
Leave for adoption	14
Leave for neonatal care	14
Leave for a surviving parent	14
Paid leave for maternity/paternity/adoption/neonatal care	14
8. Leave for caring and domestic responsibilities	14
Leave for parents to provide childcare	15
Leave for carers (dependents with a disability or similar)	15
Leave for emergencies (caring responsibilities)	15
Leave for emergencies (serious domestic situations)	15
Paid leave for carers or emergencies	15
9. Leave for compassionate reasons	16
Leave for bereavement (including pregnancy loss)	16
Leave for baby loss	16
Paid leave on compassionate grounds (excluding baby loss)	16
Paid leave for baby loss	16
Paid leave for bereaved parents	17
10. Leave for jury service	17
11. Leave to undertake internships, placements, voluntary or paid work	17
12. Leave for motivational reasons	17
13. Leave for financial reasons	17
14. Leave due to delayed reasonable adjustments or health and safety issues	18
SECTION C Managing leave	18
15. Record keeping	18
16. Claiming an extension on the basis of logged authorised absence/short-term leave	18
17. Managing repeated leave of short duration	19
18. Managing return to study, including phased returns	19
19. Entitlement to and management of paid leave	19
Eligibility for paid leave from the University of York	20
General terms and conditions for paid leave	21
Responsibility for calculating and ensuring the correct payment of paid leave	21
20. Paid leave for York-enrolled PGRs who are UKRI-funded or who meet the York-enrolled AND York-funded criteria	21
Annual leave	22
Paid leave for medical reasons	22
Paid leave for maternity/adoption (main adopter)	22
Applying for paid leave for maternity/adoption/new fathers and partners	22
Paid leave for carers (dependents with a disability)	23
Paid leave for emergencies	23

Paid leave for compassionate reasons	23
Paid leave for bereaved parents	23

1. Introduction

- 1.1. This Policy forms an appendix of the Policy on Research Degrees (PoRD) and should be read alongside the main PoRD.
- 1.1. This policy applies to all postgraduate researchers (PGRs) enrolled at the University of York.
- 1.2. References to the UKRI Terms and Conditions are to the current version of the UKRI Training Grant Terms and Conditions.

2. Summary of types of leave and how it is managed

Annual leave and flexible working arrangements

- 2.1. The rules for annual leave and flexible working are set out in section 7 of the PoRD. Periods of enrolment include an allowance for annual leave (including flexi-leave) so annual leave and flexible working does NOT pause a PGR's enrolment. **Annual leave and flexible working (where applicable) should be recorded by the PGR using the FlexiLeave app.**

Authorised absence (Student Visa holding PGRs) and Short-term leave (other PGRs)

- 2.2. **Authorised absence (Student Visa holding PGRs)/short-term leave (other PGRs) should be requested to cover short periods - planned or unplanned and up to a maximum of 30 days (60 days in some circumstances) - when a PGR cannot study for a valid, documented reason.** Periods of enrolment include an allowance for short term disruption to studies (e.g. illness or domestic situations of short duration), so **authorised absence/short-term leave does NOT pause a PGR's enrolment** (see below).

Authorised absence/short-term leave should be requested by the PGR via the authorised absence/short-term leave e:Vision task.

Leave of absence

- 2.3. **A leave of absence should normally be requested when a PGR cannot study for more than a month for a valid, documented reason and for (any duration) maternity/paternity/adoption/neonatal care leave and jury service. Leave of absence pauses a PGR's enrolment** (see below).

Leave of absence should be requested by the PGR via the PGR Special Cases Leave of Absence form.

Advice

- 2.4. If unsure whether leave should be taken as authorised absence/short-term leave or a leave of absence please read the full policy first. If still unsure, please contact PGR

Special Cases for advice relating to non-Student Visa holders, and Visa Compliance (student-visa@york.ac.uk) for all queries relating to Student Visa holders.

Independent advice and support

- 2.5. [York SU Advice & Support Service](#) can provide independent advice on this policy and support for PGRs navigating the processes.

Authorised absence/short-term leave and assessment

- 2.6. If a PGR is unable to undertake a summative assessment at the scheduled time, or their performance in a summative assessment may be seriously impacted, please consult the Policy on PGR extenuating circumstances.

Extensions

- 2.7. **Annual leave, authorised absence, and short-term leave rules apply when a PGR is within their normal period of enrolment or continuation period where this is permitted.** Leave of absence can be requested until a PGR is within three months of their final submission deadline (exceptions apply, see below). An extension may be requested if a PGR is no longer able to request leave: see the [Policy on PGR extensions](#).

SECTION A Parameters for authorised absence, short-term leave and leave of absence

3. Authorised absence for Student Visa holders: terms and conditions

- 3.1. The University is bound by the requirements of UK Visa and Immigration (UKVI). This means that PGRs who are Student Visa holders are subject to additional restrictions on leave that are beyond the control of the University.
- 3.2. A Student Visa holding PGR who will be absent from their programme (other than for annual or flexi-leave taken in accordance with the PoRD and recorded in the FlexiLeave app) must apply for an [authorised absence](#) or a leave of absence. Advice may be sought from the [Immigration Advice Service](#).
- 3.3. Authorised absence allows PGRs who are Student Visa holders to take authorised time away from their programme for a short period (typically up to 30 days but in some circumstances up to 60 days) for a valid, documented reason, for example medical leave, parental leave, or compassionate leave.
- 3.4. A PGR on an authorised absence may remain in York, travel in the UK, or travel outside the UK - as required by their particular circumstances - as long as they abide by the terms and conditions for authorised absences, including confirming that they have returned to their studies by the required date (see below).
- 3.5. **Taking authorised absence does not pause a PGR's enrolment. This means that authorised absence does NOT change a PGR's minimum enrolment period, normal enrolment period or maximum study period.** Consequently, it does NOT shift the dates for any formal progress reviews (if applicable) and their final submission deadline.

Authorised absence: duration and timing

- 3.6. The minimum period for authorised absence is one day. The maximum period for authorised absence is normally 30 days within a rolling 12-month period. With the

additional approval of PGR Special Cases, authorised absence may be granted for up to 60 days maximum in any 12-month rolling period. The 60 days is not an allocation and PGRs should not request authorised absence unless they have a legitimate need for it.

- 3.7. Student Visa holders cannot take more than 60 consecutive days away from their programme within a rolling 12-month period. This means that a Student Visa Holder cannot take annual leave immediately before or after a period of authorised absence if this would take the total number of consecutive days of absence (i.e. annual leave plus authorised absence) within a rolling 12-month period to more than 60.
- 3.8. Once a PGR is no longer in their normal period of enrolment, or continuation period where this is permitted, authorised absence rules do not apply and any extra time must be requested as an extension: see the [Policy on PGR extensions](#).

Absence longer than 60 days

- 3.9. Should a Student Visa holding PGR wish to take an absence longer than 60 days, they must apply for a leave of absence, their sponsorship will be cancelled and they must leave the UK. They will need to request a new Confirmation of Acceptance for Studies (CAS) and apply for a new Student Visa in order to return to the UK and continue their studies. A PGR Student Visa holder cannot, in any circumstances, apply for a retrospective or partially retrospective leave of absence.

Authorised absence: applying

- 3.10. If a PGR wishes to take an authorised absence they must apply using the authorised absence e:Vision task.
- 3.11. Authorised absence must be requested by the PGR and approved in e:Vision before (or on the day) that the period of absence starts. Where a PGR needs to be absent from their programme urgently for exceptional circumstances, and is unable to request the authorised absence and have it approved before the absence start date, they should request the authorised absence as soon as possible and request a retrospective authorised absence using a paper form available via their academic department/school. Authorised absence that is entirely retrospective will not be considered or approved unless there are compelling extenuating circumstances supported by evidence.
- 3.12. Any PGR can apply for authorised absence, but approval is not guaranteed and is dependent on the case made. Authorised absence decisions are taken by the PGR's supervisor for authorised absence up to 30 days and by the PGR's supervisor and PGR Special Cases for authorised absence of between 31 and 60 days.

Authorised absences: evidence

- 3.13. The PGR is responsible for submitting evidence to their supervisor to substantiate their authorised absence request. The evidence required should be proportionate to the duration of the authorised absence and the reason. Evidence submitted to the supervisor for review should be held by the department on the PGR's file.
- 3.14. For medical leave, a PGR can self-certify (i.e. not provide a medical certificate) for up to seven consecutive days in duration. For medical leave over seven days, the PGR should submit a medical certificate unless the leave is related to a long-term condition or disability that has already been appropriately evidenced.

Authorised absence: academic conditions

- 3.15. During an authorised absence, a PGR must check and maintain contact with the University and meet any required engagement points (e.g. supervisory or TAP meetings).
- 3.16. When a PGR is on authorised absence they may continue to access University services (e.g. Library, IT) and undertake training provided by the University.

Authorised absence: stipends and fees

- 3.17. If a PGR is UKRI-funded, or they meet the York-enrolled and York-funded eligibility criteria, the stipend will NOT be suspended during authorised absence. If a PGR receives a stipend from another source, the PGR should contact the funder/sponsor directly to determine what will happen to their stipend if they take an authorised absence. It is the PGR's responsibility to ensure that they do not receive stipend payments that they are not entitled to.
- 3.18. When a PGR is on authorised absence they remain liable to pay tuition fees.

Authorised absence: other practical implications

- 3.19. If a PGR takes authorised absence it will not affect access to University accommodation or Council Tax.

Authorised absence: return to study

- 3.20. A PGR returning from authorised absence must present themselves to their academic department *in person* (with their student card) to be marked as returned.; they should also notify their supervisor. If authorised absence has been taken for medical reasons the PGR may need to provide evidence that they are fit to study.

Authorised absence: requesting an extension (time and/or funding on the basis of authorised absence)

- 3.21. Leave taken as an authorised absence may - in some circumstances - be used as the basis for making a claim for an extension to a PGR's submission deadline. For more details see below and the Policy on PGR Extensions.
- 3.22. Leave taken as authorised absence may additionally or alternatively - in some circumstances and only for eligible funded PGRs (see below) - be used as the basis for making a claim for an extension to a PGR's funded period. For more details see below.

4. Short-term leave for PGRs who are not Student Visa holders: terms and conditions

- 4.1. A non-Student Visa holding PGR who will be absent from their programme (other than for annual or flexi-leave taken in accordance with the PoRD and recorded in the FlexiLeave app) must apply for short-term leave or a leave of absence.
- 4.2. Short-term leave allows PGRs who are not Student Visa holders to take authorised time away from their studies for a short period (typically up to 30 consecutive days) for a valid, documented reason, for example medical leave, parental leave, or compassionate leave.

- 4.3. **Taking short-term leave does not pause a PGR's enrolment. This means that short-term leave does NOT change a PGR's minimum enrolment period, normal enrolment period or maximum study period.** Consequently, it does NOT shift the dates for any formal progress reviews (if applicable) and their final submission deadline.

Short-term leave: part-time PGRs

- 4.4. Part-time PGRs have significant inbuilt flexibility with respect to when they engage with their programme and this is not normally regulated in any way (some part-time PGRs may choose to use the FlexiLeave app to record their hours of study but this is not compulsory). Short-term leave should only be requested by a part-time PGR when something happens that disrupts their engagement with their programme 'over and above' the norm. So for example, a part-time PGR with childcare or other caring responsibilities would not record these caring responsibilities as short-term leave if these were a normal part of their routine and accommodated within their 'non-studying' hours. If, however, a part-time PGR was prevented from engaging with their programme for a number of weeks, typically for reasons that were unplanned and unavoidable (e.g. emergency care for a parent, flooding of accommodation, death of a grandparent), then it would be appropriate for them to request short-term leave in recognition of the loss of study time.

Short-term: duration and timing

- 4.5. The minimum period for short-term leave is one day. The maximum period for short-term leave is normally 30 consecutive days.
- 4.6. Exceptionally (with the additional approval of PGR Special Cases) short-term leave may be granted for up to 60 consecutive days but PGRs requesting consecutive short-term leave of over 30 days are recommended to request a leave of absence instead).
- 4.7. Short-term leave is neither extended nor prorated for part-time PGRs.
- 4.8. Within a rolling 12-month period, PGRs would not normally be expected to accrue more than 60 days of short-term leave (exceptions would, for example, include PGRs with an evidenced, re-occurring/intermittent medical condition).
- 4.9. Once a PGR is no longer in their normal period of enrolment or continuation period where this is permitted short-term leave rules do not apply and any extra time must be requested as an extension: see the [Policy on PGR extensions](#).

Short-term leave: applying

- 4.10. If a PGR wishes to take short-term leave they must apply using the short-term leave e:Vision task.
- 4.11. Short-term leave should be requested by the PGR and approved by their supervisor in e:Vision before (or on the day) that the period of absence starts.
- 4.12. Any PGR can apply for short-term leave, but approval is not guaranteed and is dependent on the case made. Short-term leave decisions are taken by the PGR's supervisor for short-term leave up to 30 days and by the PGR's supervisor and PGR Special Cases for short-term leave of between 31 and 60 days.

- 4.13. Where a PGR needs to be absent from their programme urgently and is unable - for good reason (e.g. incapacitating illness) - to request the short-term leave and have it approved before the leave start date, they should request the short-term leave as soon as possible.
- 4.14. Where there is good reason (e.g. incapacitating illness) such the PGR could not have requested the short-term leave from the leave start date, they may add the retrospective leave (i.e. days already taken) to their prospective leave request. For example, a PGR was absent from their programme due to gastric flu. On the first two days of their illness, they were too ill to request short-term leave but on the third day they were well enough and requested 5 days in total (2 days already taken, the day in question, plus 2 further days of prospective leave. This approach means that the e:Vision record will show the correct duration of the short-term leave but the dates will be slightly incorrect: the correct dates should be noted by the PGR in the free-text box when making the e:Vision request. Short-term leave that is entirely retrospective may not be considered or approved unless there are compelling extenuating circumstances [note that this approach CANNOT be used for Student Visa holders taking authorised absence].

Short-term leave: evidence

- 4.15. The PGR is responsible for submitting evidence to their supervisor to substantiate their short-term leave request. The evidence required should be proportionate to the duration of the short-term leave and the reason. Evidence submitted to the supervisor for review should be held by the department on the PGR's file.
- 4.16. For medical leave, a PGR can self-certify (i.e. not provide a medical certificate) for up to seven consecutive days in duration. For medical leave over seven days, the PGR should submit a medical certificate unless the leave is related to a long-term condition or disability that has already been appropriately evidenced.

Short-term leave: academic conditions

- 4.17. During short-term leave, a PGR must check and maintain contact with the University and may continue to meet engagement points (e.g. supervisory or TAP meetings).
- 4.18. When a PGR is on short-term leave, they may continue to access University services (e.g. Library, IT) and undertake training provided by the University.

Short-term leave: stipends and fees

- 4.19. If a PGR is UKRI-funded, or they meet the York-enrolled and York-funded eligibility criteria, the stipend will NOT be suspended during short-term leave. If a PGR receives a stipend from another source, a PGR should contact the funder/sponsor directly to determine what will happen to their stipend if they take short-term leave. It is the PGR's responsibility to ensure that they do not receive stipend payments that they are not entitled to.
- 4.20. When a PGR is on short-term leave they remain liable to pay tuition fees.

Short-term leave: other practical implications

- 4.21. If a PGRs takes short-term leave it will not affect access to University accommodation or Council Tax.

Short-term leave: return to study

- 4.22. PGRs returning from short-term leave should notify their supervisor of their return. If short-term leave has been taken for medical reasons the PGR may need to provide evidence that they are fit to study.

Short-term leave: requesting an extension (time and/or funding) on the basis of short-term leave

- 4.23. Leave taken as an authorised absence may - in some circumstances - be used as the basis for making a claim for an extension to a PGR's submission deadline. For more details see below and the Policy on PGR Extensions.
- 4.24. Leave taken as authorised absence may additionally or alternatively - in some circumstances and only for eligible funded PGRs - be used at the basis for making a claim for an extension to a PGR's funded period.

Short-term leave and leave of absence

- 4.25. If a PGR initially requests short-term leave and then realises that they will need a leave of absence because of the extended duration of the issue that they are facing they should request the leave of absence, indicating on the form that it is linked to an already-approved short-term leave request. If an explicit request is made, PGR Special Cases may grant a retrospective leave of absence to cover the short-term leave already taken/approved.

5. Leave of absence: terms and conditions

- 5.1. A leave of absence (LoA) allows PGRs to take an authorised break from their studies - normally for at least one month - for a valid, documented reason, for example medical leave, maternity leave, or compassionate leave.
- 5.2. **Taking an LoA means a PGR's enrolment is temporarily paused. This pause extends their minimum enrolment period, normal enrolment period and maximum study period by the exact duration of the LOA.** Consequently, this also shifts the dates for any formal progress reviews (if applicable) and their submission deadline by the commensurate amount. So for example, if a PGR takes a Leave of Absence for 6 months, then this means that the dates for minimum enrolment, normal enrolment, and the maximum period of study will be extended by six months, as will any progression deadlines and the final submission deadline.

Leave of absence: Student Visa holders

- 5.3. A Student Visa holding PGR will be required to leave the UK during a leave of absence (including for maternity leave) and to apply for a new visa to re-enter the UK when ready to resume their studies. An exception to this rule may be granted for a leave of absence of up to 60 days as long as the PGR can still complete their degree within the current period of their Student Visa permission.

Leave of absence: duration and timing

- 5.4. Leave of absence is taken in one month blocks and the minimum period for a leave of absence is normally one whole month (but exceptions apply to paternity leave and jury service leave). Leave of absence that is not a whole calendar month may be permitted for a PGR visa-holder who needs to meet the 60-day rule.
- 5.5. The maximum period for a leave of absence is normally one year in the first instance and two years in total (exceptions apply).
- 5.6. Periods of maternity and adoption leave do not count towards the two years maximum.
- 5.7. A leave of absence is neither extended nor prorated for part-time PGRs.
- 5.8. A leave of absence will not normally be considered in the first month of enrolment: in this instance, a PGR should withdraw and apply to re-commence at a later date.
- 5.9. A leave of absence can only be applied when a PGR is in their normal period of enrolment or a continuation period where this is permitted. A leave of absence will not normally be considered in the three months prior to a PGR's submission deadline: in this instance a PGRs should apply for an extension. An exception to this rule will be made for maternity leave.
- 5.10. Once a PGR is no longer in their normal period of enrolment or continuation period where this is permitted (or is in their normal period of enrolment or continuation period but is within three months of their submission deadline, see above) leave of absence rules do not apply and any extra time must be requested as an extension: see the [Policy on PGR extensions](#). Additional restrictions apply to leave of absence for motivational or financial reasons (see below).

Leave of absence: applying

- 5.11. If a PGR wishes to take a leave of absence, they should first consult their supervisor(s) to discuss their options, then apply by downloading and completing section A of the PGR Special Cases Leave of absence request form.
- 5.12. Leave of absence must be requested by the PGR and approved by PGR Special cases before the period covered by the leave absence starts. Leave of absence that is entirely retrospective will not be considered or approved unless there are compelling extenuating circumstances. Retrospective or partially retrospective leave of absence cannot be granted under **any** circumstances to Student Visa holders.
- 5.13. Any PGR can apply for a leave of absence, but approval is not guaranteed and is dependent on the case made. A leave of absence may be subject to the approval of the funder/sponsor concerned. Leave of absence decisions are taken by PGR Special Cases.

Leave of absence: evidence

- 5.14. A leave of absence can only be applied when a PGR is in their normal period of enrolment or a continuation period where this is permitted. The PGR is responsible for submitting evidence to PGR Special Cases to substantiate their leave of absence request. The evidence required should be proportionate to the duration of the leave of absence and the reason. Evidence will be held centrally by PGR Special Cases.

Leave of absence: academic conditions

- 5.15. During a leave of absence, PGRs are expected to take a complete break from their studies and should not work on their research. This means that PGRs should not have supervisory or TAP meetings and any contact with supervisor(s) should be for pastoral support only. If a PGR is found to have broken this condition, the period of leave of absence may be reduced or rescinded. Leave of absence is granted for good reason; it is not in the PGR's interests to continue working. It is also inequitable to other PGRs, as a leave of absence does not count towards that PGR's normal period of enrolment.
- 5.16. When a PGR is on a leave of absence, they may continue to access University services (e.g. Library, IT) and undertake training provided by the University as long as this does not directly relate to their research (an exception may be made by their Graduate Chair if PGRs are preparing to return to study at the end of a leave of absence).

Leave of absence: stipends and fees

- 5.17. If a PGR is UKRI-funded, or they meet the York-enrolled and York-funded eligibility criteria, the stipend will be suspended during a leave of absence, unless the leave of absence meets the conditions set by UKRI or the University (as applicable) for paid leave, e.g. paid medical leave, paid family leave, or paid additional leave.
- 5.18. If PGRs receive a stipend from a source not as above, a PGR should contact the funder/sponsor directly to determine what will happen to their stipend if they take a leave of absence.
- 5.19. When a PGR is on an approved leave of absence they are not liable to pay tuition fees. Any tuition fees paid by a PGR whilst on leave of absence will be credited to the PGR's account on their return to study. If a PGR decides to withdraw from their programme whilst on a leave of absence they will be liable for fees up until the date of withdrawal (this will normally be considered the start of the leave of absence).
- 5.20. During a leave of absence, PGRs are not eligible to apply for financial support from the University.

Leave of absence: other practical implications

- 5.21. If a PGR takes leave of absence, it will impact on their eligibility for [University accommodation](#) and they should seek advice from Accommodation Services. Leave of absence may also impact a PGR's eligibility to pay [Council Tax](#): it is the PGR's responsibility to see appropriate advice from a Student Adviser in the Student Hub and/or their local council.
- 5.22. A PGR on a leave of absence may be engaged as a GTA (subject to any visa restrictions) but the department should ensure that this is in the PGR's best interests and does not conflict with the reason for which they were granted leave of absence.

Leave of absence: return to study

- 5.23. A PGR must notify Student Services when they are returning from a leave of absence so that they can re-enrol. If a PGR does not re-enrol they will be assumed to have withdrawn.

- 5.24. A PGR must also notify their supervisor and department when they are returning from a leave of absence so that they can make any necessary arrangements, especially if a PGR is returning from maternity leave or a prolonged period of medical leave.
- 5.25. If any conditions have been attached to a leave of absence these must have been fulfilled before a PGR can re-enrol. If a leave of absence has been taken for medical reasons, then the PGR may need to provide evidence that they are fit to study. Outstanding debts to the University must be paid prior to re-enrolment.

Why a leave of absence may be refused

- 5.26. A leave of absence may be refused on a number of grounds, including those set out in the Guidance note on PGR casework.

SECTION B Reasons for taking leave and how these should be treated with respect to authorised absence/short-term leave and leave of absence

6. Leave for medical reasons

- 6.1. Periods of enrolment include some time to cover contingencies. This means that short-term disruption to study for minor illnesses (some examples include colds, stomach bugs, short periods of influenza) are not grounds for changing a PGR's period of enrolment or their final submission date.
- 6.2. Leave for medical reasons can include:
- Sick leave (including both physical and mental health)
 - Attendance at medical appointments where this cannot be accommodated through flexible working
 - Pregnancy-related illness
 - Antenatal appointments
 - Disability-related illness (including chronic illness)
 - Disability-related appointments (including for chronic illness) e.g. diagnosis, therapy or treatment
 - Fertility treatment (when medically advised that they require leave e.g. for fertility treatment)
 - Gender reassignment (when medically advised that they require leave for gender reassignment).

Leave for medical reasons: Student Visa holders

- 6.3. Short periods of medical leave, typically up to 30 days (for example due to minor illness or attendance at routine medical appointments) should be taken as an authorised absence. At the end of their programme, a PGR may choose to request an extension of submission deadline based on their authorised absence record (see the Policy on PGR extensions).
- 6.4. If a PGR needs a longer period of medical leave they can apply for an authorised absence of up to 60 days or a leave of absence of up to 60 days (as long as the PGR can still complete their degree within the current period of their Student Visa permission) and remain in the UK. OR the PGR can apply for a leave of absence of over 60 days in which case they must leave the UK and apply for a new visa to re-enter the UK when ready to resume their studies.

Leave for medical reasons: non-Student Visa holders

- 6.5. Short periods of medical leave, typically up to 30 days (for example due to minor illness or attendance at routine medical appointments) should be taken as short-term leave.
- 6.6. If a PGR needs a period of medical leave of more than 30 days they should apply for a leave of absence.

Paid leave for medical reasons

- 6.7. If a York-enrolled PGR is UKRI-funded, or they meet the York-enrolled and York-funded eligibility criteria, they may be eligible for a period of paid medical leave. Eligibility will be determined on a case by case basis in accordance with the rules set out by UKRI or the University (as applicable).

7. Leave for family reasons: maternity/paternity/adoption/neonatal care

- 7.1. The University is keen to ensure appropriate support for PGRs who become pregnant or choose to adopt, or who are the partner of someone who is pregnant or adopting.
- 7.2. All leave for maternity/paternity/adoption/neonatal care must be taken as leave of absence.

Leave for maternity

- 7.3. A PGR who is going to have a baby must apply in advance for maternity leave.
- 7.4. Maternity leave can commence up to 11 weeks before the expected week of childbirth (leave on pregnancy grounds prior to this will be considered medical leave unless the baby is born early). Maternity leave will be triggered if a PGR is wholly or partly absent due to pregnancy after the beginning of the fourth week before their due date. Maternity leave must commence at the latest by the date of childbirth.
- 7.5. The minimum period of maternity leave for all PGRs is two weeks but a short period of maternity leave is not advised for the health and wellbeing of the mother and child.

Maternity leave: Student Visa holders

- 7.6. A leave of absence for maternity leave will normally be granted for 12 months as standard (though a PGR can opt for less). PGRs are required to leave the UK when taking a leave of absence for maternity leave (unless the leave of absence is restricted to 60 days and the PGR can still complete their degree within the current period of their Student Visa permission).

Maternity leave: non-Student Visa holders

- 7.7. Maternity leave should be requested as a leave of absence and will normally be granted for 12 months as standard (though a PGR can opt for less).

Leave for the partner or father following the birth of a child

- 7.8. Following the birth of a child, a PGR who is the father/non-birth parent or partner of the mother/birth parent is strongly encouraged to take a period of leave. It is recommended that the period of partner's/paternity leave should be a minimum of two weeks.

Leave for paternity: Student Visa holders

- 7.9. The PGR can apply for a leave of absence for partner's or paternity leave of up to 60 days while remaining in the UK (as long as the PGR can still complete their degree within the current period of their Student Visa permission) OR they can apply for a leave of absence of over 60 days in which case they must leave the UK and apply for a new visa to re-enter the UK when ready to resume their studies.

Leave for paternity: non-Student Visa holders

- 7.10. Partner's or paternity leave should be requested as a leave of absence.

Leave for adoption

- 7.11. A PGR who has been newly matched with a child through an adoption agency (or is expecting a baby via surrogacy) should apply in advance for adoption leave. Adoption leave begins when a child's placement starts or an agreed period before the child's placement starts to support preparation.
- 7.12. If the PGR is the main adopter, they should request a leave of absence for adoption leave and this will be granted on the same terms as for maternity leave. If the PGR is the supporting adopter, the terms are the same as for partner's or paternity leave. The standard restrictions for PGRs on Student Visas apply.

Leave for neonatal care

- 7.13. A PGR who is the mother (or father/non-birth parent or partner of the mother/birth-parent) of a child who is receiving neonatal care in hospital should apply for leave of absence to cover this period. One week of neonatal care leave will typically be granted for each week or part-week that the child is in neonatal care. This time is additional to maternity or partner's/paternity leave. The standard restrictions for PGRs on Student Visas apply.

Leave for a surviving parent

- 7.14. A partner is eligible for leave on the same basis as the mother or main adopter if the mother or main adopter dies during or shortly after the period of maternity or adoption leave. The standard restrictions for PGRs on Student Visas apply.

Paid leave for maternity/paternity/adoption/neonatal care

- 7.15. If a York-enrolled PGR is UKRI-funded, or they meet the York-enrolled and York-funded eligibility criteria, they may be eligible for a period of paid leave for maternity, paternity, adoption, or neonatal care. Eligibility will be determined on a case by case basis in accordance with the rules set out by UKRI or the University (as applicable).

8. Leave for caring and domestic responsibilities

- 8.1. Caring and domestic responsibilities should normally be accommodated through flexible working or annual leave. There are, however, instances where a situation arises that requires a PGR to take a short break from their studies to deal with the immediate/short-term impact of the issue/event that they are facing.

- 8.2. PGRs are reminded that if they find themselves facing difficulties due to caring and domestic responsibilities, they should approach their supervisor(s) for support and advice. PGRs can also access [support services](#) within the University.
- 8.3. Periods of enrolment include some time to cover contingencies. This means that disruption to study for caring or domestic responsibilities are not normally grounds for changing a PGR's period of enrolment or their final submission date.

Leave for parents to provide childcare

- 8.4. A PGR may request leave of up to one month per year to provide care for a child to whom they are the parent/carer (for example if their usual childcare provision is unavailable and alternative arrangements cannot be made). This can be individual days or blocks of time.
- 8.5. Leave for parents to provide childcare should be taken as an authorised absence (Student Visa holders) or short term leave (non Student Visa Holders). At the end of their programme, a PGR may choose to request an extension of submission deadline based on their authorised absence/short-term leave record.

Leave for carers (dependents with a disability or similar)

- 8.6. A PGR may request leave in order to give or arrange care for a dependent with a long-term care need (defined dependant with a disability under the Equality Act 2010 (or DDA in Northern Ireland), care need related to old age, or an illness or injury likely to need care for more than 3 months).
- 8.7. Leave to give or arrange care can be taken as an authorised absence (Student Visa holders) or short-term leave (non Student Visa Holders). At the end of their programme, a PGR may choose to request an extension of submission deadline based on their authorised absence/short-term leave record. Carer's leave can also be taken as a leave of absence if the duration will be more than 30 days.

Leave for emergencies (caring responsibilities)

- 8.8. A PGR may request leave in order to deal with an emergency situation, such as serious illness or injury, involving a PGR's dependent or close relative.
- 8.9. Emergency leave can be taken as an authorised absence (Student Visa holders) or short-term leave (non Student Visa Holders). At the end of their programme, a PGR may choose to request an extension of submission deadline based on their authorised absence/short-term leave record. Emergency leave can also be taken as a leave of absence if the duration will be more than 30 days.

Leave for emergencies (serious domestic situations)

- 8.10. A PGR may request leave to deal with a serious domestic emergency, such as flooding, fire or burglary.
- 8.11. Emergency leave can be taken as an authorised absence (Student Visa holders) or short-term leave (non Student Visa Holders). At the end of their programme, a PGR may choose to request an extension of submission deadline based on their authorised absence/short-term leave record. Emergency leave can also be taken as a leave of absence if the duration will be more than 30 days.

Paid leave for carers or emergencies

- 8.12. If a York-enrolled PGR is UKRI-funded, or they meet the York-enrolled and York-funded eligibility criteria, they may be eligible for a limited period of paid leave for carers or emergencies. Eligibility will be determined on a case by case basis in accordance with the rules set out by UKRI or the University (as applicable).

9. Leave for compassionate reasons

- 9.1. The death of a close relative or other key person is a serious life event. A PGR who finds themselves in this situation should inform their supervisor(s) as soon as possible and may wish to access [support services](#) within the University.

Leave for bereavement (including pregnancy loss)

- 9.2. A PGR may request leave on compassionate grounds for bereavement. This includes pregnancy loss (loss before 24 weeks of pregnancy) if the PGR is the mother/birth-parent or partner of the mother/birth-parent (for loss after 24 weeks of pregnancy, stillbirth or neonatal loss see baby loss).
- 9.3. Leave on compassionate grounds may be taken as an authorised absence (Student Visa holders) or short-term leave (non Student Visa Holders). At the end of their programme, a PGR may choose to request an extension of submission deadline based on their authorised absence/short-term leave record.
- 9.4. Compassionate leave should be taken as a leave of absence if the duration will be more than 30 days, for example, as may be required in the case of a close relative e.g. partner, sibling or parent. Bereaved parents should take a leave of absence (see below).

Leave for baby loss

- 9.5. A PGR should request leave on compassionate grounds for baby loss if they are the mother/birth parent or the father/non-birth parent/partner of the birth mother and the baby is stillborn or born at any stage of pregnancy in or beyond week 24 of the pregnancy (for loss before week 24 of pregnancy see compassionate leave) but dies within the first 52 weeks of being born.
- 9.6. The PGR should be granted leave on the same basis as if the child had lived (i.e. as for maternity or partner's/paternity leave as applicable). If the PGR is already on maternity or partner's/paternity leave, this should continue unless the PGR expressly requests to return to study early.

Paid leave on compassionate grounds (excluding baby loss)

- 9.7. If a York-enrolled PGR is UKRI-funded, or they meet the York-enrolled and York-funded eligibility criteria, they may be eligible for a limited period of paid leave on compassionate grounds. Eligibility will be determined on a case by case basis in accordance with the rules set out by UKRI or the University (as applicable). Absence beyond the limits set for paid compassionate leave may qualify for paid medical leave in some circumstances.

Paid leave for baby loss

- 9.8. If a York-enrolled PGR is UKRI-funded, or they meet the York-enrolled and York-funded eligibility criteria, they may be eligible for a period of paid leave for baby loss on the same basis as if the child had lived (i.e. as for maternity or partner's/paternity leave as applicable). Eligibility will be determined on a case by case basis in accordance with the rules set out by UKRI or the University (as applicable). Absence beyond the limits set for paid compassionate leave may qualify for paid medical leave in some circumstances.

Paid leave for bereaved parents

- 9.9. All York-enrolled PGRs (regardless of funding source) are eligible for a limited period of paid leave if they are the bereaved parent/carer of a child under 18 years of age (including stillbirths if the PGR does not meet the eligibility conditions for paid leave for baby loss).

10. Leave for jury service

- 10.1. A PGR should request a leave of absence to undertake jury service in the UK.
- 10.2. Jury service should normally last no more than 10 working days. If a PGR is allocated a trial that is likely to last longer than 10 days and this is likely to have a negative impact on their research, the PGR can request to be excused. The PGR should ask their supervisor to provide a supporting statement to this effect.
- 10.3. If a York-enrolled PGR is UKRI-funded, or they meet the York-enrolled and York-funded eligibility criteria, they may be eligible for a period of paid leave for jury service. Eligibility will be determined on a case by case basis in accordance with the rules set out by UKRI or the University (as applicable).

11. Leave to undertake internships, placements, voluntary or paid work

- 11.1. A PGR may request a leave of absence to undertake an internship, placement, voluntary work, or paid work that cannot be accommodated in accordance with the rules on working hours or through annual leave. The PGR will be expected to demonstrate how the leave of absence will help them achieve their personal development planning goals.
- 11.2. A leave of absence for an internship, placement, voluntary work or paid work will not normally be granted for more than 12 months and will not normally be granted if a PGR has passed their minimum period of enrolment to avoid disruption at this crucial time.

12. Leave for motivational reasons

- 12.1. A PGR may request a leave of absence if they are struggling to motivate themselves and believe a break from their studies would help them to refocus. A leave of absence on motivational grounds will not normally be granted for more than six months and will not normally be granted if a PGR has passed their normal period of enrolment.

13. Leave for financial reasons

- 13.1. A PGR may request a leave of absence if they are subject to unexpected and catastrophic financial hardship (for example, severe currency devaluation). A leave of absence on financial grounds will not normally be granted for more than six months and will not normally be granted if a PGR has passed their normal period of enrolment.
- 13.2. PGRs considering a leave of absence due to financial difficulty, should contact the Student Financial Support Unit for advice.

14. Leave due to delayed reasonable adjustments or health and safety issues

- 14.1. If a PGR is unable to study as the result of a delay in putting in place reasonable adjustments or health and safety issues, this should be requested as a leave of absence if the duration will be one month or more. If likely to be less than one month, it should be logged by the PGR and confirmed by their supervisor and at the end of their programme, the PGR should request an extension based on the logged leave if this is over five days.
- 14.2. If a York-enrolled PGRs is UKRI-funded, or they meet the York-enrolled and York-funded eligibility criteria, they may be eligible for a limited period of paid leave to account for a delay as set out above. Eligibility for paid leave due to delayed reasonable adjustments or health and safety issues will be determined on a case by case basis in accordance with the rules set out by UKRI or the University (as applicable).

SECTION C Managing leave

15. Record keeping

- 15.1. Accurate records of PGR leave must be kept to ensure that PGRs are treated consistently and fairly, and, where applicable, for UKVI purposes, and/or to meet funder/sponsor terms and conditions, and/or the correct payment of stipends.
- 15.2. PGRs (with oversight by their departments) are responsible for keeping an accurate record of annual leave via the FlexiLeave system.
- 15.3. PGRs (with oversight by their departments) are responsible for keeping an accurate record of any authorised absence/short-term leave (not covered by a leave of absence) via the prescribed mechanism.
- 15.4. PGR Special Cases is responsible for ensuring accurate recording of approved leave of absences.
- 15.5. Records must be kept with due respect for GDPR, with particular caution applied in the handling of records dealing with protected characteristics including pregnancy and disability.

16. Claiming an extension on the basis of logged authorised absence/short-term leave

- 16.1. Short-term leave/authorised absence logged in e:Vision may be used by a PGR to make a request to PGR Special Cases for an extension to their submission deadline (and it can also be used to calculate any continuation of stipend payment for eligible PGRs only). See above for categories of eligible leave and the Policy on PGR Extensions.
- 16.2. PGRs who are Student Visas holders should be aware that requesting an extension based on logged authorised absence may require them to apply for a new Student Visa to extend their right to remain and study in the UK. Further advice should be sought from the Immigration Advice Service before making a claim.

17. Managing repeated leave of short duration

- 17.1. If a PGR takes multiple periods of leave of short duration it can have a significant negative impact on their research and their PGR programme more broadly. It may also be an indication that a PGR is struggling with an underlying issue (e.g. undeclared chronic physical or mental ill-health, undeclared caring responsibilities, lack of motivation).
- 17.2. If a department identifies a PGR who is taking multiple periods of leave of short duration, it is recommended that the supervisor and/or Graduate Chair (or other suitable individual) in conjunction with a suitable member of the PS staff (e.g. Graduate Administrator or Student Support Manager) arranges to meet with the PGR. The meeting should provide a supportive environment to explore the reasons for the issue and how they might be addressed.

18. Managing return to study, including phased returns

- 18.1. Departments should put in place appropriate measures to support PGRs who are returning from authorised absence/short term leave or leave of absence. The nature of the support will vary depending on the time that the PGR was away from their studies, and the reason for their absence.
- 18.2. PGRs returning from medical, family, compassionate or emergency leave may require a phased return to their studies. For a York-enrolled UKRI-funded PGR, a phased return should be arranged in a four week block, which is then reviewed (and if appropriate extended for a further four weeks) toward the end of that period. For other PGRs, departments may use their discretion.
- 18.3. A phased return to study is an agreement that the PGR will study a certain number of hours each week, with the aim of returning them to their normal mode of study. Time not studying should be recorded as authorised absence or short-term leave (and for practical reasons can be recorded on a weekly basis (e.g. if a PGR is only studying 4 mornings/week this should be recorded as 3 days leave).
- 18.4. If a PGR cannot return to their normal mode of study once options for a phased return have been exhausted, it may be appropriate to consider alternatives, such as changing the PGR's mode of study.
- 18.5. If a York-enrolled PGR is UKRI-funded, leave taken during a phased return will normally be paid (using any appropriate and eligible paid leave - excluding annual leave - e.g. if

returning from medical leave, this would normally be taken as paid medical leave). If a PGR returning from a long absence has used up their allocation of appropriate and eligible paid leave, annual leave may be used as an alternative. The full financial implications of a period of phased return for York-enrolled PGRs who are UKRI funded are set out in the UKRI Terms and Conditions.

19. Entitlement to and management of paid leave

Self-funded PGRs

- 19.1. Paid leave is not available to self-funded PGRs.

Funded PGRs

- 19.2. PGRs in receipt of an individual financial award from a funder/sponsor may be eligible for paid leave but only if given that right under the terms and conditions of their award.
- 19.3. York-enrolled PGRs who are funded by a UKRI training grant or PGRs who meet the York-enrolled AND York-funded eligibility criteria set out below will be eligible for paid leave as set out below.
- 19.4. PGRs who are funded by a funder/sponsor but not as above may be eligible for paid leave in accordance with their funder/sponsor's terms and conditions. The PGR is responsible for checking with the funder/sponsor and providing their funder/sponsor with the required information and evidence.

Eligibility for paid leave from the University of York

- 19.5. York-enrolled PGRs (see below) who are funded by a UKRI training grant are eligible for paid leave in accordance with the UKRI Terms and Conditions and this paid leave is managed by the University.
- 19.6. The University has agreed that it will match some elements of UKRI Terms and Conditions to provide paid compassionate, maternity, paternity, and neonatal leave for PGRs who are not funded by a UKRI training grant but who do meet both the York-enrolled AND York-funded eligibility criteria (see below). This decision may be reviewed and amended at the discretion of the University.
- 19.7. To meet the York-enrolled eligibility criteria a PGR must: a PGR must be **fully-enrolled at the University of York on a research degree programme**. It excludes visiting PGRs, or PGRs with a shadow record at the University (ie PGRs receiving funds from a DTE grant held at York, but who are enrolled at another University). PGRs enrolled on a Hull York Medical School (HYMS) PGR programme who are registered at the University of York meet this criterion; those registered at the University of Hull do not.
- 19.8. To meet the York-funded eligibility criteria a PGR must: be **in receipt of a maintenance stipend paid directly from the University** (i.e. a centrally or departmentally funded studentship) or via the University (ie from the University as part of a grant, award or contract awarded to the University by an external organisation). For the avoidance of doubt, a maintenance stipend refers to the element of a studentship intended to support a PGR's living costs. PGRs who do not receive a maintenance stipend but do receive support to cover some or all of their fees and/or funding for research and

training costs do not count as York-funded. PGRs who are MSCA fellows, research assistants, lecturers or similar who are paid a salary do not count as York-funded.

- 19.9. To be eligible for paid leave from the University PGRs must - in addition to being York-enrolled and funded by a UKRI training grant, OR meeting the York-enrolled AND York-funded eligibility criteria - meet the following conditions regarding the timing of their request: (i) be within their funded period as set in their individual award (i.e. still receiving a maintenance stipend), (ii) have not yet submitted for examination.

General terms and conditions for paid leave

- 19.10. All paid leave is paid pro rata to part-time PGRs.
- 19.11. There is no qualification period for any form of paid leave.
- 19.12. Requests for paid leave cannot normally be backdated more than 30 days.
- 19.13. The rate of paid leave is set by the UKRI for York-enrolled PGRs who are UKRI-funded and by the University for PGRs who meet the York-enrolled and York-funded eligibility criteria. In setting its rate, the University will mirror the rate paid by the UKRI, at the commencement of a PGR's period of leave, reduced or increased on a *pro rata* basis in line with the stipend rate paid by or via York.
- 19.14. Student Visa holders will need to check with their funder as to whether their eligibility for paid leave is affected by the terms and conditions of their visa.

Responsibility for calculating and ensuring the correct payment of paid leave

- 19.15. PGR Finance is responsible for calculating and ensuring the payment of paid leave for York-enrolled UKRI-funded PGRs, and for calculating and ensuring the payment of bereaved parents leave.
- 19.16. Departments are responsible for calculating and ensuring the payment of paid leave for all other PGRs who qualify.

PGRs who are also employees of the University

- 19.17. A PGR who is employed under a current open or fixed term contract of employment with the University *may* be eligible for paid leave as an employee in addition to any eligibility under this policy. Paid leave as an employee falls under Human Resources' (HR) policies, and advice should be sought from HR.
- 19.18. A PGR who is employed as a casual worker will not be eligible for paid leave as an employee in addition to any eligibility under this policy (if they meet the required conditions). Individuals are, however, advised to seek up to date advice from HR on this point.

20. Paid leave for York-enrolled PGRs who are UKRI-funded or who meet the York-enrolled AND York-funded criteria

- 20.1. The details of the paid leave available to York-enrolled PGRs who are UKRI-funded are as set out in the UKRI's Terms and Conditions document, as amended, but with aspects

summarised below for ease. If there is a discrepancy between this document and the UKRI document, the latter will take precedence.

- 20.2. The details of the paid leave available to PGRs who meet the York-enrolled AND York-funded eligibility criteria are as set out in this document. Where reference is made to the UKRI's Terms and Conditions document and there is a discrepancy between this document and the UKRI document, the former will take precedence.

Annual leave

- 20.3. If a PGR who is UKRI-funded, or who meets the York-enrolled AND York-funded eligibility criteria, fails to utilise their annual leave entitlement does not, in any circumstances, result in the University owing backdated 'holiday pay' (as a stipend is not a salary and therefore untaken annual leave cannot be considered paid leave not received).

Paid leave for medical reasons

- 20.4. York-enrolled UKRI-funded PGRs, and PGRs who meet the York-enrolled AND York-funded eligibility criteria, and who (in both cases) meet the UKRI conditions regarding the timing of their request are entitled to paid medical leave as set out in the UKRI Terms and Conditions.

Paid leave for maternity/adoption (main adopter)

- 20.5. York-enrolled UKRI-funded PGRs, and PGRs who meet the York-enrolled AND York-funded eligibility criteria, and who (in both cases) meet the UKRI conditions regarding the timing of their request are entitled to paid leave for maternity/adoption (main adopter) as set out in the UKRI Terms and Conditions document, and as summarised below.

- 20.6. An eligible PGR who gives birth (including stillbirth) or adopts (if the main adopter) within their funded period is entitled to paid leave for maternity/adoption as follows:
- A maximum of 39 weeks of paid maternity leave
 - The first 26 weeks will be paid at full stipend rate (as stated in the terms and conditions of the PGR's award, so pro-rated for part-time PGRs).
 - The following 13 weeks will be paid at a level commensurate with statutory maternity pay.
- 20.7. The stipend will be extended for the same duration as the maternity leave taken so that the end of the funded period coincides with end of their normal period of enrolment adjusted for the leave taken (e.g. if a PGR takes 52 weeks of maternity leave (39 weeks of which will be funded), their normal period of enrolment will be extended by 52 weeks and their stipend will be extended to match this).

Paid leave for new fathers/partners

- 20.8. York-enrolled UKRI-funded PGRs, and PGRs who meet the York-enrolled AND York-funded eligibility criteria, and who (in both cases) meet the UKRI conditions regarding the timing of their request are entitled to paid leave for new fathers/partners as set out in the UKRI Terms and Conditions document: 10 working days.

Applying for paid leave for maternity/adoption/new fathers and partners

- 20.9. PGRs who meet the York-enrolled AND York-funded eligibility criteria should consult the [York Graduate Research School webpages](#) and: (i) advise their department as soon as possible of their intention to take parental leave; (ii) complete a leave of absence application in the normal way; (iii) complete a [funding request form](#) and submit this to their department, (iv) notify their department of any change to their intentions or circumstances, so that advice may be provided about the impact (if any) on their funding. Departments should: (i) check the PGR's source of funding and advise PGR Special Cases when the associated leave of absence paperwork is submitted for consideration; and (ii) manage funds and the payment schedule. PGRs who do not choose to take their full entitlement of paid leave for maternity/partnerity/adoption when they first apply may later extend their period of paid leave up to the maximum permitted. In order to extend a period of paid leave, PGRs must reapply.

- 20.10. Unless exceptional circumstances apply, PGRs will be required to repay any money received from the University under the paid maternity/paternity/adoption scheme if they do not return to their studies and engage appropriately for at least 3 months (or part-time equivalent) after the end of the leave.

Paid leave for carers (dependents with a disability)

- 20.11. York-enrolled UKRI-funded PGRs and PGRs who meet the York-enrolled AND York-funded eligibility criteria (and who, in both cases, meet the UKRI conditions regarding the timing of their request) who are carers (for dependents due to illness, disability, injury or old age) and who meet the UKRI conditions regarding the timing of their request are entitled to paid leave as set out in the UKRI Terms and Conditions document.

Paid leave for emergencies

- 20.12. York-enrolled UKRI-funded PGRs and PGRs who meet the York-enrolled AND York-funded eligibility criteria (and who, in both cases, meet the UKRI conditions regarding the timing of their request), are entitled to paid leave for emergencies as set out in the UKRI Terms and Conditions document: up to five working days.

Paid leave for compassionate reasons

- 20.13. York-enrolled UKRI-funded PGRs and PGRs who meet the York-enrolled AND York-funded eligibility criteria (and who, in both cases, meet the UKRI conditions regarding the timing of their request), are entitled to paid leave for compassionate reasons as set out in the UKRI Terms and Conditions document, and as summarised below: up to five working days, or up to 10 working days in the case of the death of close family member (typically a partner/parent/sibling, for a child see below).

Paid leave for bereaved parents

- 20.14. A York-enrolled PGR who is a bereaved parent of a child is under 18 years of age (including stillbirths if the PGR does not meet the eligibility conditions for baby loss) is entitled to 10 working days paid leave **regardless** of their funding source (ie including self funded PGRs).
- 20.15. York-enrolled UKRI-funded PGRs and PGRs who meet the York-enrolled AND York-funded eligibility criteria are entitled to paid leave of 10 working days; a PGR who does not fall into these categories will receive a lump sum equivalent.

- 20.16. Paid leave for a bereaved parent will be arranged when a PGR applies for a leave of absence.

Paid leave for jury service

- 20.17. York-enrolled UKRI-funded PGRs and PGRs who meet the York-enrolled AND York-funded eligibility criteria (and who, in both cases, meet the UKRI conditions regarding the timing of their request), are entitled to paid leave for jury service set out in the UKRI Terms and Conditions document, and as summarised below: up to 10 working days.
- 20.18. Paid leave for jury service will be arranged when a PGR applies for a leave of absence.

Document control			
<i>Date</i>	<i>Change</i>	<i>Approved</i>	<i>Material impact on PGRs</i>
18/2/26	Update section 2.4 so that non visa queries go to PGR Special Cases rather than pgr-administration@york.ac.uk.	Not required	No
5/5/2026	Correction of typos 2.3 and 5.11 change of plan form updated to new form 2.6 move of clarification re. when leave can be requested (was 4.14) 3.6 and 3.7 addition of 'within a rolling 12-month period'. 3.8 addition of whole clause 3.11 addition of 'supported by evidence' 3.21 and 3.22 addition of whole clauses 4.2, 4.5 and 4.6 addition of 'consecutive' 4.8 and 4.9 addition of whole clauses 4.12 addition of whole clause 4.13 reworded, original version: 'Where a PGR needs to be absent from their programme urgently for exceptional circumstances, and is unable to request the short-term leave and have it approved before the leave start date, they should request the short-term leave as soon as possible'. 4.14 reworded, original version: 'Where a PGR needs to be absent from their programme urgently for exceptional circumstances, and is unable to request the short-term leave and have it approved before the leave start date, they should request the short-term leave as soon as possible and request a retrospective short-term leave using a paper form available via their academic department/school. Short-term leave that is entirely retrospective may not be considered or approved unless there are compelling extenuating circumstances'. 4.23, 4.24, 4.25 addition of whole clauses 5.4 addition of 'leave of absence is taken in one month blocks' 5.9 addition of first sentence 5.10 addition of whole clause 5.11 addition of 'downloading' and 'section A' 5.25 addition of whole clause 6.3 addition of final sentence 6.5 addition of final sentence Section 15 - addition of whole section 16 addition of 'logged' 16.1 change from 'will' to 'can' 16.2 addition of whole clause 19.14 replace 'Visa Compliance Team' with 'funder'	Approved by Chair's action 5/5/2026	No Clarification of existing policy/process and minor changes to process

	20.11 reworded to 'for dependents due to illness, disability, injury or old age'		
30/7/2026	Leave of absence: duration and timing Addition of: Leave of absence that is not a whole calendar month may be permitted for a PGR visa-holder who needs to meet the 60-day rule.	By YGRS Board 30 June 2026 as part of the annual update of the PoRD	Positive impact on PGRs
30/7/2026	Addition (as removed from GTA Policy) A PGR on a leave of absence may be engaged as a GTA (subject to any visa restrictions) but the department should ensure that this is in the PGR's best interests and does not conflict with the reason for which they were granted leave of absence.	By YGRS Board 30 June 2026 as part of the annual update of the PoRD	Positive impact on PGRs
30/7/2026	Modification of 6.7 on paid medical leave, 8.12 on paid leave for careers or emergencies, 20.4 on paid leave for medical reasons, 20.11 on paid leave for carers (dependents with a disability), and 20.12 on paid leave for emergencies to recognise that the University is meeting UKRI terms and conditions for paid leave for PGRs funded by or via the University.	By YGRS Board 30 June 2026 as part of the annual update of the PoRD	Positive impact on PGRs
19/8/2026	Addition of a note on SU Advice and Support Service <i>Independent advice and support</i> York SU Advice & Support Service can provide independent advice on this policy and support for PGRs navigating the processes.	By Chair's action	Positive impact on PGRs
19/8/2026	4.24 deletion of 'For more details see below' and 'see below' as this is not the case.	N/A	N/A

END