Imperial College London

TERMS AND CONDITIONS
ACADEMIC AND RESEARCH FAMILY

HOURS OF WORK

Staff are required to work those hours which are reasonably necessary to properly and effectively fulfil the duties and objectives assigned by the Head of Department/Division or nominee, normally not less than 35 hours a week for full time members of staff. Staff in the Academic and Research Job Family are not eligible for overtime payments.

ANNUAL LEAVE ENTITLEMENT

The provisions below are the standard allocations for annual leave. All leave is taken by arrangement with the Line Manager in light of the department/divisional/faculty requirements.

Annual leave entitlement is 39 days for full time staff (pro rata for part time staff). This is inclusive of eight days for Public holidays and a total of six days each year when the College is closed over Easter and Christmas.

In some years, because of the day of the week on which Christmas Day falls, a decision may be made to increase the College Closure to seven days. In these circumstances the annual leave entitlement will be increased to 40 days for full time staff (again pro rata for part time staff).

At the beginning of the leave year staff will be required to allocate the appropriate number of days of their Mandatory leave entitlement to cover the College Closure days and Public holidays that fall within that leave year. For part-time staff the allocation should cover their normal working days that fall upon a College closure day, bank or public holiday during that leave year.

The College Closure days and Public holidays are listed on the HR website.
The remaining Holiday Leave entitlement may be taken in accordance with local departmental requirements.

Most staff will not be required to attend work on College Closure days or Public holidays, where staff are required to work on these days then their leave may be taken at a later date under normal Holiday Leave provisions. Premium rates for working on a College Closure or Public holiday will not be affected by these arrangements and will remain for those grades that are eligible for enhanced payment.

Details of arrangements for booking annual leave are outlined in the core terms and conditions.

PENSION SCHEME

For Academic and Research staff, the occupational pension scheme is the Universities' Superannuation Scheme (USS). Staff who are already members of the National Health Service Pension Scheme (NHSPS) may, if they are still eligible, retain their membership in this scheme.

NOTICE PERIODS

Unless stated otherwise in the offer of employment or agreed by the Head of Department/Division:

<u>Lecturer, Senior Lecturer, Reader and Professor (Academic)</u>
<u>Research Fellow, Advanced Research Fellow, Senior Research Fellow and Principal Research Fellow (Research):</u>

The appointment may be terminated by either side by giving a minimum of three months' notice in writing.

For academic members of staff who wish to give notice of their intention to resign from the College the last day of service should fall on one of the following dates: 31 December, 31 March, 30 June or 30 September or at the end of a term by agreement with the Head of Department/Division.

<u>Research Assistant and Research Associate (Research):</u>
The appointment may be terminated by either side by one month's notice in writing.

The above is subject to College compliance with statutory notice entitlement of one week's notice for each year of continuous service up to a maximum of twelve weeks' notice.

Staff on a fixed-term contract receive notice of the ending of their employment within that contract. No further contractual notice will be given unless the contract is to terminate prior to the end date specified in the offer of employment. In these circumstances the notice from the College would be as above.

DUTIES – RESEARCH STAFF

All research staff may be expected to undertake certain teaching duties without additional payment, subject to any limitations prescribed by the terms of the grant or contract under which they are employed.

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