

TERMS AND CONDITIONS PROFESSORS, READERS, SENIOR LECTURERS AND LECTURERS

HOURS OF WORK

Hours of work must satisfy the academic and administrative requirements of the Department/Division; otherwise they are not prescribed and may be determined by the member of academic staff. Academic staff are not eligible for overtime payments.

ANNUAL LEAVE ENTITLEMENT

Academic staff normally take annual leave during College vacations and by arrangement with the Head of Department/Division in the light of academic and department/divisional requirements. Annual leave entitlement is 31 days for full time staff (pro rata entitlement for part time staff). Entitlement includes days notified by the College as closure days; these days normally number six each year allocated at Christmas and Easter. Most staff will not be required to attend work on closure days and should allow for the deduction of these days from their overall annual leave entitlement. These days will also be deducted if staff are on sick, maternity or any other leave on closure days.

PENSION SCHEME

For academic staff, the occupational pension scheme is the Universities' Superannuation Scheme (USS). Staff who are already members of the Federated Superannuation System for Universities (FSSU) or the National Health Service Pension Scheme (NHSPS) may, if they are still eligible, retain their membership in these schemes.

NOTICE PERIODS

Unless stated otherwise in the offer of employment or agreed by the Head of Department/Division, the appointment may be terminated by either side by giving a minimum of three months' notice in writing. 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.

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.

**Human Resources Division
May 1999**