

[REDACTED]

08 April 2019

Dear [REDACTED]

Freedom of Information Act 2000– Information request (ref: FOI_19-081)

We have now considered your request of 13 March 2019 and your clarification dated 20 March 2019, for information relating to staff leave entitlement, external roles and access to in-house doctorates.

Our response is on page 2 of this letter, together with a copy of your request.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 40 working days of the date of this letter. In line with section 5.3 of the UK Government's Freedom of Information Act Code of Practice, we are not obliged to accept internal reviews after this date.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

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Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Kirsty McDonald
Information Compliance Assistant
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_19-081)

Under the Freedom of Information Act 2000, I should be grateful if you would please provide me with the following information:

1. *annual leave entitlements for both academic and administrative staff;*

Both academic teaching staff and administrative staff are entitled to six weeks annual leave. In addition to this, academic and administrative staff are entitled to an additional eight days of statutory and compulsory leave.

2. *research and/or scholarly activity leave entitlements for both academic and administrative staff*

Members of academic staff are entitled to request a period of study leave. Such provision demonstrates the University's support for, and commitment to, ongoing innovative and meaningful academic work. Should leave be granted, employees will need to detail the reasons for their application for study leave as well as providing a report following on from their period of study leave. Further details can be found here

<https://www.uea.ac.uk/documents/2506781/2685704/Process+for+Applications+for+Study+Leave.pdf>

In addition, study leave may be granted to a member of the administrative staff holding a permanent appointment (i.e excluding those in fixed term and probationary appointments) in order to facilitate the pursuit of approved activities relating to the University's interests and to the member's professional interests in relation to their field of employment.

3. *external examining and/or moderation roles outside the employing institution for both academic and administrative staff*

[Clarified on 20 March 2019

'In relation to Qs 3 - are administrative staff entitled to access external examining roles in the same way that academic staff are able to access such i.e. as an element of their role rather than in addition to it - many (most/all?) academic staff have examining written into their role descriptions enabling them to undertake such in university time - although it probably wouldn't be written into a role description for an administrator would they still be able to do such in university time if it were relevant to their role?

No.

4. *access to in-house institution doctorates or equivalent at the employing institution for both academic and administrative staff*

[Clarified on 20 March 2019 – See question 3] With the final query - would an administrator be able to access a doctorate or equivalent for free or at a reduced fee if it related to their role assuming such were available and would that also apply to academic staff?]

Yes.