

Guidelines on unpaid leave



1. Background and purpose

The University of Copenhagen wishes to see employees enjoy continual professional development, targeted internationalisation and a work/life balance

Unpaid leave may be granted if this would benefit employees' professional development or when so indicated by their serious private commitments.

2. Target group

The guidelines apply to all employees at the University regardless of the nature of the employment, source of funding and the area they work in.

3. Managers' role

Leave is to be granted by the manager in charge of employment. When deciding whether to grant an employee's application for unpaid leave, the manager is to make a specific overall assessment of the situation.

Examples of the criteria that could lead to leave being granted:

- Duties in a company or a research/education institution in Denmark or abroad aimed at enhancing professional and/or teaching qualifications
- Further education
- Attending to private commitments

4. Duration and return

Leave will not normally be granted in excess of one year. In special cases, employees may apply for leave to be extended.

When returning from leave, employees cannot expect to return to the same area of employment or duties as before their leave.

5. Special rules on leave

Special rules apply for PhD students cf (in Danish).

http://phd.ku.dk/english/regulations/General_rules_and_guidelines_for_the_PhD_programme_2014.pdf

In various circumstances, employees are entitled to leave, such as in connection with births, childcare and civic duties.

6. Validity and termination

The guidelines took effect on 24 June 2009.

Termination must comply with the rules in the coordination committee's circular according to which either of the parties can give three months notice of termination of the established guidelines. Before termination, the coordination committee is to endeavour to amend the present guidelines so as to make them satisfactory for the parties in the coordination committee.

Considered and adopted at the HSU meeting on 24 June 2009.



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and



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