

THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

(Office of the Registrar)



UNIVERSITY REGULATIONS GUIDING APPLICATIONS FOR EDUCATIONAL LEAVE

The definition of the various forms of Educational Leave in the University and regulations guiding them are as follows:

DEFINITION OF EDUCATIONAL LEAVE

"Educational leave shall be leave granted to members of staff for the purpose of engaging in study and research either for the acquisition of higher degrees, professional qualification of the intellectual development of the individual".

A) STAFF DEVELOPMENT LEAVE

Chapter viii Section 2(iv) of the Reviewed Regulations Governing the Conditions of Service for CONTISS 06/CONUASS 01 and Above states that:

"Staff Development leave shall be granted to employees on CONTISS 01-11/CONUASS 01-04 for specific programme of study lasting up to three (3) years, provided such a programme is considered relevant to the needs of his Department/Unit. However, the University would continue to assist sponsoring all members of staff on programmes that are considered necessary for ensuring their productivity and the overall effectiveness of the University".

B) STUDY LEAVE

Item 48, Review of General Guidelines for approving Educational Leave; Ref: 44 Statutory Meeting held on Friday, 4th February, 2005, Appointments and Promotions Committee (Academic) 2003-2004/257 states as follows:

- (a) *"Educational leave should be granted to members of staff for the purpose of engaging in study and research either for the acquisition of higher degree, professional qualifications or the intellectual development of the individual."*
- (b) *"Categories of Educational leave should include Probationary Study Leave to an Assistant Lecturer, Lecturer I/II who has not spent mandatory two (2) years in the University and therefore not qualified for any of the period of probationary study leave without pay but may be provided with supplementary allowance as may be approved by the Committee from time to time".*
- (i) *"Member of staff applying for staff development or training leave shall normally have served the University for a Minimum of two (2) years".*

C) EXTENSION OF STUDY LEAVE

Reviewed Regulations Governing the Conditions of Services of Employees on CONTISS 06/CONUASS 01 and Above Chapter VIII Section 3(vi):

"It shall be mandatory for a member of staff granted educational leave to return to the University immediately after the leave and not to terminate his appointment with the university before at least one session has elapsed after his return to the University."

"However, extension of leave may be granted up to a maximum of half of the approved leave period".

D) FELLOWSHIP/TRAINING LEAVE

Chapter VIII Sections 1 & 2 (ii – iii) of the Conditions of Service of Employees on CONTISS 06/CONUASS 01 and Above states:

(ii) *"Fellowship leave shall be short or long term leave which may be granted by the University. It is a privilege and will be granted only to an employee who shows evidence of part or full sponsorship by an outside body".*

(iii) *"Training leave shall be short term leave, and may be granted to an employee of Senior Lecturer status or below, for a specific programme of training or study".*

E) SABBATICAL LEAVE

According to Chapter (viii), Sections 2 (v) and 7^(a - b) of Reviewed Regulations Governing the Condition of Service of Employees on CONTISS 06/CONUAS 01 and Above states:

i. (a) *"Confirmed members of the academic staff, and Administrative and Professional Staff, shall where applicable, be entitled to sabbatical leave.*

(b) *"In the case of academic staff, sabbatical leave shall not commence earlier than the end of the academic session in which the application is made".*

ii. *Sabbatical leave which is of a duration of one calendar year is due in the year following the sixth year of continuous service in the University systems, provided that he has been a staff of FUTA for a period of not less than three (3) years.*