1. Purpose

1.1 This policy sets out Cancer Research UK’s approach to parental (ie. shared parental, maternity, paternity or adoption leave), sick or other long-term leave for researchers funded by Cancer Research UK.

2. Scope

2.1 This policy covers the leave entitlements and the support Cancer Research UK can provide a researcher funded by Cancer Research UK who needs to take a period of parental, sick or other long-term leave.

3. Leave entitlements

3.1 Researchers funded by Cancer Research UK are entitled to take the full period of parental and other long-term leave in accordance with their Host institution’s standard employment policies and procedures on the issue.

3.2 In accordance with Cancer Research UK’s Grant Conditions, the Host Institution must bear the costs of an employed research staff member’s paid parental or other long-term leave.

3.3 All students funded by Cancer Research UK are entitled to paid parental, sick or long-term leave as follows:

3.3.1 For Clinical Research Training Fellows (CRTFs): as employees of the Host Institution, CRTFs are covered by para 3.1 and 3.2 above. Note, in accordance with the Clinical Principles & Obligations as detailed in para 9.1 below, the Host Institution should waive any qualifying period.

3.3.2 For non-clinical students, recognising that they are not employees of the Host Institution:
   i. Cancer Research UK will bear the costs of a non-clinical student’s parental, sick or long-term leave at the Cancer Research UK stipend rate for a fixed duration according to the type of leave taken:

<table>
<thead>
<tr>
<th>Leave type</th>
<th>Paid leave entitlement</th>
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<tbody>
<tr>
<td>Sick leave</td>
<td>4 months at full stipend then 4 months at half stipend p.a.</td>
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<tr>
<td>Maternity/adoption leave</td>
<td>26 weeks at full stipend, then 13 weeks at statutory rate, then 13 weeks unpaid</td>
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<tr>
<td>Paternity or partner leave</td>
<td>2 weeks at full stipend</td>
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<tr>
<td>Shared parental leave</td>
<td>Cancer Research UK will match the entitlement for paid maternity/adoption leave (less 2 weeks mandatory maternity/adoption leave), adjusted according to the duration of leave and payments received by the other parent.</td>
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ii. There is no qualifying period for taking long-term leave.

iii. Students are entitled to paid parental, sick or long-term leave provided that they return to work for a period of time as agreed with their supervisor.

iv. Students must also follow their Host Institution’s notification requirements.

v. The Host Institution must keep accurate records and certificates (eg maternity certificate, MATB1 form, sick notes) of leave entitlement as it would for employees.

vi. In the first instance, Cancer Research UK expects the cost of the paid leave to be borne as follows:
   a) For students on Cancer Research UK response-mode funded grants - through any underspend on the Studentship Grant or its Parent Grant (eg. the Programme or Fellowship Grant);
   b) For students funded at Cancer Research UK Centres and Institutes - through any underspend on the institution’s training account or core funding.

vii. As the cost of the paid leave should be borne through underspend where possible, the cost should be charged to the relevant grant or funding account as usual. If this still results in a funding shortfall at the end of the award, the Host Institution should contact the Cancer Research UK office to discuss further. Requests for any necessary supplements should be finalised in the last 6 months of the award.

4. **Support for Cancer Research UK Grantholders and research staff**

4.1 Where a Cancer Research UK Grantee or other Cancer Research UK funded researcher (including students) takes parental, sick or other long-term leave, Cancer Research UK will consider, on a case-by-case basis, requests to extend the official end date of the Grant through a no cost extension for the period equivalent to the period of leave taken.

4.2 Where a Cancer Research UK funded student on a Programme or Fellowship Grant (the parent Grant) takes parental, sick or other long-term leave but a no cost extension to the parent Grant is not required, the studentship may need to be completed after the end date of the parent Grant. In such cases, the Host Institution must ensure the student has appropriate support and supervision to complete the studentship.

5. **Support for Cancer Research UK Fellowship Grantees**

5.1 Where the Grantee is a Cancer Research UK Fellow, Cancer Research UK may also consider the following requests:

5.2 Cancer Research UK may suspend the Fellowship during the period of leave. During this suspension period, no payments will be made to the Host Institution with respect to that Grant. The official end date of the Grant may be extended through a no cost extension for the period equivalent to the period of leave taken.

5.3 Cancer Research UK may provide a costed grant extension for the Fellowship up to the period equivalent to the period of leave taken, where the research activities of the Fellowship have continued during the Fellow’s period of leave.

In these circumstances, any remaining underspend should be used in the first instance to
fund cost extensions; however, additional cost requests will be considered if the underspend is not sufficient. Requests for costed extensions should be made to Cancer Research UK as early as possible before the end date and within 6 months of the originally scheduled end date. Any additional costs requested must be direct research costs only (e.g. research related consumables and direct research salaries as per our Costs Guidance).

Requests for such cost extensions will be considered on a case-by-case basis and the Grantee must provide assurance that there will be adequate supervision for research staff during this period.

6. Part-time or flexible working following parental leave

6.1 Cancer Research UK will also consider supporting the continuation of a Grant on a part-time, flexible working basis to allow researchers to combine caring responsibilities or any other reason and their academic research. Cancer Research UK will always consider requests as long as they fit in with the needs of the employing Host Institution. As a general rule, where the Grantee is a Cancer Research UK Fellow and Cancer Research UK pays their salary, we expect at least 0.5 FTE or 80% of the Fellow’s working hours, whichever is greater, to be spent on academic research by the Fellow.

7. Submission of requests

7.1 Any of the above requests to change the structure or period of the Grant must be made in writing by the Host Institution and approved by Cancer Research UK in advance of the period of leave commencing.

8. Suitability requirements for Cancer Research UK support

8.1 Cancer Research UK will take into consideration time spent outside of research such as parental, sick or other long-term leave when reviewing the suitability of applicants. Applicants should clearly detail and explain periods of leave from research or part-time working in their application.

8.2 Details of periods of leave or part-time working will be used by Cancer Research UK’s Expert Review Panels and Committees to make appropriate adjustments when assessing an applicant’s record of outputs, research achievements and career progression.

9. Occupational benefits as a result of continuous service of employment for Cancer Research UK Clinical Fellows and Clinical Research Training Fellows

9.1 CRUK is a signatory to ‘UK clinical academic training in medicine and dentistry: principles and obligations’. In the event of a Cancer Research UK Clinical Fellow or Clinical Research Training Fellow having changed employers to become a new employee of the Host Institution as a result of taking up a Grant in order to pursue their career pathway, certain occupational benefits, which have accrued as a result of continuous service of employment must be recognised and protected by the Host Institution. This includes any changes in employer from a NHS trust/board to an academic institution or vice versa. In principle, there should be no detriment to moving in either direction. These include as a minimum all family and care-related leave and pay (not limited to gender or sexual orientation) and sick leave and pay (irrespective of disability status or health history).
10. Related documents

Cancer Research UK Grant Conditions
http://www.cancerresearchuk.org/funding-for-researchers/applying-for-funding/conditions-of-your-grant

Costs Guidance
http://www.cancerresearchuk.org/funding-for-researchers/applying-for-funding/policies-that-affect-your-grant

11. Review

The policy is effective from July 2018. The policy will be reviewed annually and any changes will be approved by the Research Funding Operations Board.

12. Document information

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<th>Version</th>
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<tbody>
<tr>
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<tr>
<td>Last approved</td>
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<tr>
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<td>July 2019</td>
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<td>Document owner</td>
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