



GUIDELINES FOR SABBATICAL AND CONTACT LEAVE FOR BUSE EMPLOYEES

Approved by the Executive Management Committee on 30 November 2022

**REGISTRY DEPARTMENT
30 June 2022**

1. Preamble

As an internationally renowned University driven by the pursuit of producing responsible, knowledgeable, skilled, innovative and entrepreneurial graduates through teaching, research, innovation, community outreach and developing products and services for industrialization and community transformation, the Bindura University of Science Education espouses and adopts these Sabbatical and Contact Leave guidelines for the motivation and enrichment of all its Academic and Senior members of the Administrative and Support Staff.

2. Guiding Statement

Sabbatical and Contact Leave shall be governed by the provisions of the Labour Act [Chapter 28:01], The Bindura University of Science Education Act [Chapter 25:22] and any statutes, ordinances, regulations or rules made under the authority of the Act. These guidelines will be read in conjunction with the Terms and Conditions of Service applicable to respective grades.

3. Scope of Application

- 3.1 **Sabbatical Leave** guidelines shall apply to all permanent Academic Staff members who are tenured.
- 3.2 **Contact Leave** guidelines shall apply to all permanent Academic Staff members who are tenured and also Senior members of the Administrative and Support Staff who fall in the category of grade five (5) and above, that is (i) 5; (ii) 5a; (iii) 4; (iv) 4a; (v) 3; (vi) 3a; (vii) 2 and (viii) 1, as specified in their Terms and Conditions of Service.

4. Objectives of the Guidelines

The Sabbatical and Contact Leave guidelines seek to;

- 4.1 Provide standard guidelines on the qualifying criteria for a member to apply for either Sabbatical or Contact Leave.
- 4.2 Guide members on the principles governing both Sabbatical and Contact Leave.
- 4.3 Enlighten members on application procedures when one is due for either Sabbatical or Contact Leave.
- 4.4 Guide members that they should **ONLY** proceed on contact or Sabbatical Leave to an institution where the heritage based Education 5.0 ethos is evident.
- 4.5 Enlighten members that they shall facilitate skills transfer upon return to peers and other members in the Faculty or Department.

5 Definition of Terms

- 5.1 Sabbatical Leave - this is a period of paid leave granted to a University Academic member of staff for the purposes of professional and academic growth, learning and development of new skills.
- 5.2 **Contact Leave** - this is a period of absence from work for the purposes of visiting other academic or relevant institutions or industry for the benefit of both the member and the institution in line with education 5.0 ethos. This is regarded as leave of absence from the University on University business.

6. Sabbatical Leave

6.1 Qualifying Criteria

- 6.1.1 Sabbatical Leave is offered to all permanent academic staff members who are tenured.

6.1.2 Full Time Academic members of staff qualify to go on Sabbatical Leave with full salary after meeting the following conditions;

- i. Has served, The Bindura University of Science Education for a continuous period of six (6) years and has been tenured.
- ii. Thereafter, the member is entitled to Sabbatical Leave on full salary in every seventh (7th) year reckoned from the date of tenure.
- iii. A member may not begin Sabbatical Leave in the calendar year in which he/she shall retire.
- iv. Has not given any notice of resignation.
- v. Has no pending case of misconduct.
- vi. Has not gone for long-term sick leave which is equivalent to six (6) months.

6.2 Length of Sabbatical Leave

Sabbatical Leave on full salary shall consist of a continuous period of **two hundred and forty (240) days** for all eligible members as specified in section (6.1.ii) above.

6.3 Guiding Principles

6.3.1 Sabbatical Leave, which is intended to be of benefit to the University as well as to the member, shall be taken at a time approved by the Vice-Chancellor. In fixing time for a member to go on Sabbatical Leave, regards may be made to any substantial period of leave of absence which may have been granted previously.

6.3.2 Unless the Vice-Chancellor has agreed, otherwise a member who does not take Sabbatical Leave when due shall forfeit his/her entitlement to that period of Sabbatical Leave, and in any event should a member not

take his/her full Sabbatical Leave within two years of its due date, he/she shall be deemed to have forfeited that Sabbatical period of leave and/or any balance still due to him/her of that period of leave. Sabbatical Leave shall not be accrued.

6.3.3 Members on Sabbatical Leave shall not be required to take any accrued vacation leave days during this period and shall not accrue any vacation leave days during the sabbatical period.

6.3.4 If a member terminates their work contract within eight (8) months of taking Sabbatical Leave for reasons other than death or disability, they shall be required to reimburse the University for the income received during their Sabbatical Leave period.

6.3.5 Members on Sabbatical Leave shall not be reimbursed for expenses accrued, or for tuition fees or fees for any activities including training undertaken during their Sabbatical Leave period.

6.3.6 A member returning from Sabbatical Leave shall be required to submit a written report within two (2) weeks from the date of his/her return to the University. He/she must submit through his Departmental Chairman and the Dean of Faculty to the Vice- Chancellor a report on the work done during his/her visit and on the benefits to the member and that which may be expected to accrue to the University as a result of the visit.

6.3.7 Notwithstanding the provisions of Clause 4 and Clause 15 of the Terms and Conditions of Service for Academic Staff dated 1 January 2022, a member on Sabbatical Leave may retain any remuneration earned by him/her without reference to the University.

6.4 Application procedures

Applications to proceed on Sabbatical Leave should meet the following criteria;

6.4.1 Five (5) completed Application for Sabbatical Leave forms (SR48) and an application letter including an outline of the member's intended programme, must be submitted and recommended by the

- Member's Departmental Chairman
- Executive Dean of Faculty and submitted to the
- Vice-Chancellor for approval.

6.4.2 The submission of the application for Sabbatical Leave should be done at **least a semester (6 months)** before the expected date of departure from The Bindura University of Science Education.

This provides for adequate time to make all necessary adjustments before the commencement of the next semester.

6.4.3 Should a member wish to take Sabbatical Leave, he/she must obtain the approval of the Vice-Chancellor and such approval will be given only for, what in the Vice-Chancellor's opinion, is a good cause.

7. Contact Leave

7.1 Qualifying Criteria

7.1.1 Academic Staff Members

7.1.2 Contact Leave entitlement is for full time Academic Staff and Senior members of the Administrative and Support Staff who fall in the categories of grades five (5) and above, that is; (i) 4; (ii) 4a; (iii) 3;

(iv) 3a; (v) 2 and (vii) 1, as specified in the Terms and Conditions of Service.

7.1.3 A Professor will become entitled to a Contact Visit after completing four (4) semesters of service with the University. Thereafter, he/she shall become entitled to a Contact visit every second year.

7.1.4 An Academic member who is not a Professor shall become entitled to a Contact Visit;

a) After completing six (6) semesters (36 months) of service with the University.

b) Has completed their probationary period and

c) Has been granted tenure by the University.

d) Thereafter, the member shall become entitled to a contact visit after every third year reckoned from the date of tenure.

7.2 Senior Members of the Administrative and Support Staff

7.2.1 A Senior member of the Administrative and Support Staff shall become entitled to a contact visit after completing two (2) years of service with the University. Thereafter, he/she shall become entitled to a Contact visit every second year.

8. Length of Contact Visits

8.1 Academic Staff Members

8.1.1 Professors - thirty five (35) days from the date of departure.

8.1.2 Academic members who are not Professors - twenty eight (28) days from the date of departure.

8.2 Senior Members of the Administrative and Support Staff

Senior members of the Administrative and Support Staff, that is, grades 4 to grade 1 shall go for thirty five (35) days from the date of departure.

9 Guiding Principles

9.1 The purpose of the Contact Visits is to allow members to visit other relevant academic institutions or industry for such other academic purposes as may be approved by the University and is for the benefit of the University as well as the member. Such visits shall normally be in pursuit of familiarization with the heritage based Education 5.0 ethos. Visits are regarded by the University as leave of absence from the University on University business.

9.2 If a Contact visit is not taken when due, the privilege to the visit and to its benefits shall lapse unless the Vice-Chancellor agrees otherwise.

9.3 If the member gives notice of resignation, he/she thereby forfeits any Contact Leave that may already have been granted.

9.4 When a contact visit falls due in the same year as a member is entitled to Sabbatical Leave, the member may proceed on contact visit soon after the lapse of the Sabbatical Leave.

9.5 Contact Visits are approved by the Vice-Chancellor.

10. Application Procedures

10.1 Academic Staff Members

10.1.1 Applications to proceed on Contact Leave should meet the following criteria:-

- i. Five (5) completed Application for Contact Leave (SR18) forms,
- ii. An acceptance letter of where the member is going to visit including an outline of the member's intended programme must be submitted and recommended by the;
 - a) Member's Departmental Chairperson and the
 - b) Executive Dean of Faculty and submitted to the
 - c) Vice-Chancellor for approval.

10.1.2 The submission of the application for Contact Leave should be done **during the semester, at least three (3) months prior to the vacation period** within which the member intends to proceed on Contact Leave.

10.1.3 Contact Visits should normally be taken during the academic vacation periods.

10.2 Senior members of the Administrative and Support Staff

Applications to proceed on Contact Leave should meet the following criteria:-

1. Five (5) completed Application for Contact Leave (SR18) forms and

2. An acceptance letter of where the member is going to visit, including an outline of the member's intended programme must be submitted and approved by the Vice-Chancellor.
3. Application to proceed on Contact Visits must be submitted to the Vice-Chancellor for approval **during the semester, at least three (3) months** prior to the vacation period within which the member intends to go.

10.3 Contact Visits should normally be taken at a time that is convenient to the departmental needs.

Recommended / Not Recommended	Date
REGISTRAR	

Recommended / Not Recommended	Date
Professor Eddie Mwenje VICE-CHANCELLOR	

Approved / Not Approved	Date
Dr. Eng. F. Mavhiya-Bhiza COUNCIL CHAIRPERSON	