

Leave Policy

Where you wish to take a period of leave from your membership, for example to coincide with a period of family-friendly leave or extended sick leave

1. Ability to take leave

The UK Young Academy (UKYA) understands that members may wish to take a period of leave from their membership and responsibilities in the UK Young Academy from time to time. Such leave may, for example, be to coincide with a period of maternity, paternity, shared parental, or adoption leave; as a result of other caring responsibilities, for health reasons, or for other personal or professional circumstances.

Where a member wishes to take a period of leave, they must:

- (1) Inform the Executive Group and UKYA Office that they are taking a period of leave; and
- (2) If desired, request an extension to their membership term from the Executive Group, in line with their planned period of leave, to enable them to partake in their full 5-year membership term.

Please note the following:

- The **minimum** period of leave for UK Young Academy members, as implemented through the Leave Policy, is 6 months. Leave for less than 6 months may be taken at a member's discretion, however this may not entitle a request for extension of membership term.
- The **maximum cumulative** leave for UK Young Academy members, as implemented through the Leave Policy, is 24 months. If a member's leave continues beyond the maximum of 24 months, then the member's 'active' membership status may be reviewed by the Executive Group.
- The **maximum cumulative** duration by which a UK Young Academy member's membership term may be extended due to leave is 24 months.
- Receipt of a notification of leave shall be noted by the Executive Group. Requests to extend a member's membership term will be reviewed and decided on by the Executive Group.
- Members may take more than one period of leave, and (if an extension is awarded by the Executive Group) receive commensurate extension of their membership term (up to the maximum cumulative amount specified).

2. Process for submitting notification of leave

Notification to the Executive Group and Office that a member is taking leave will be made by submission of the [Leave and extension to membership term request form](#). Members are requested to submit notification of leave in as timely a manner as possible. Advance notification is preferred but we recognise that some instances of leave may require notification after the leave has begun.

In submitting the notification of leave form, members are requested to provide the following details:

- The length of leave requested and the date when leave is anticipated to begin;
- Any current UKYA leadership positions or project activities the member is engaged in, and their plan for handover of these responsibilities;

- Their contact preferences and preferences for communication with the UK Young Academy whilst on leave.

Members will further be able to request extension of their membership term at time of submitting the notification of leave form, if details of the desired extension are known (see Section 4).

The notification of leave will be noted at the next Executive Group meeting following receipt of the submitted form. Any handover process required for the roles and responsibilities of the member going on leave will be discussed by the Executive Group together with the notification of leave.

3. Process for requesting extension to leave

If, whilst on leave, an extension is required to the period of leave, a member may request an extension to their leave by writing to membership@ukyoungacademy.org. Extensions may be for any length of time, ensuring the maximum cumulative duration of leave is no more than 24 months.

4. Process for requesting extension to membership

Members may request an extension to their membership term resulting from a period of leave either (1) at time of submitting the notification of leave form, if the length of desired extension is known in advance, (2) during their leave period, or (3) on their return from leave. The maximum length of extension available for request is equal to the total length of time on leave, although the maximum cumulative duration by which a member's membership term may be extended due to leave is 24 months.

A member can submit a request for extension to their membership term by submission of [Leave and extension to membership term request form](#).

In all cases, in submitting a request for extension of membership, members will be requested to provide a reason for extension to the membership term.

The request for extension of membership will be discussed at the next Executive Group meeting following receipt of the submitted form. The UKYA Office will communicate the decision on extension of the membership term to the member following the meeting. Assuming the request is granted, the date until which the member is part of the UK Young Academy (after accounting for the extension of term) shall also be communicated at the same time.

5. Confidentiality

The UKYA Office and Executive Group will treat details of (but not the fact of) any period of leave with confidentiality and will not share the reason for taking the period of leave outside of the Executive Group, without the member's express permission. The reason for taking leave will be reviewed by a member of the UKYA Office and a decision made on who needs to be involved in reviewing the notification of leave and/or approving the request for extension to membership terms will be shared, confidentially, only with members of the Executive Group who need to know. Applications for leave and extension of membership submitted through the above forms will be retained by the UKYA for 1 year following the end of the term of leave, after which they will be destroyed.

6. Expectations for members on leave

A member is considered “**on leave**” as of the start date of a notified period of leave. Member profiles on the UKYA website will be updated to reflect leave status.

If a request for extension to membership term is made and approved, their membership term will be updated accordingly.

As noted in the UKYA [Governance Framework](#), members who are on leave are required to uphold the [Code of Conduct](#) of the UKYA and may be subject to the disciplinary process on their return if they fail in this responsibility.

There is no expectation for members who are on leave to participate in UKYA work or attend UKYA meetings. In accordance with the UKYA [Governance Framework](#), a member on leave will forfeit their right to membership voting (for example, to approve a UKYA Public Statement or to elect Executive Group representatives) in the first instance, however the Executive Group may grant an exception as appropriate to the engagement preferences indicated at time of submitting the notification of leave.

Members who are on leave may not hold leadership positions within the UKYA during their period of leave, such as serving on the Executive Group, chairing a working group or acting as a project lead. If a Member occupying such a position goes on leave, the position(s) may be temporarily covered from within the membership to cover the period of leave. Additionally, if members are part of a project team, working group, or other group effort their position may be temporarily covered in a similar manner. Handover plans will be included as appropriate in the initial notification of leave and will be agreed on a case-by-case basis with the Executive Group at the point of discussing the notification of leave.

Members occupying a leadership position and/or participating on a project team, working group, or other group effort who go on leave are strongly encouraged to make provision for a handover process to their temporary replacement, prior to the commencement of their leave period if at all possible. Information about handover plans is requested at time of submitting a notification of leave. If a handover process is not established where there was a clear opportunity for the Member to do so, they may be restricted from returning to participation in their prior role(s) on their return.

Members who return from leave will have the opportunity to resume any positions held at the point of leave, if they wish to do so and unless it is not reasonably practicable to do so, for example if a project or activity has completed. If seeking to resume such a position, the member may request that the length of term for these positions be extended; these requests will be considered on a case-by-case basis by the Executive Group with consultation from the affected committees, project teams, etc as appropriate.

7. Extensions due to extenuating circumstances or disruption to the membership term

Members may also be offered extensions of membership to account for unavoidable disruption or extenuating circumstances to the membership term. In such cases, these extensions will be reviewed and decided upon by the Executive Group in consultation with UKYA staff. The Executive Group will decide how long the extensions should be.

8. Periodic policy review

The UK Young Academy Leave Policy will be reviewed annually for the first two years it is in effect and reviewed every 3 years thereafter. The review will include a two-week comment period soliciting feedback from UK Young Academy Members on the policy and its implementation.

Approval and Review Log

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Policy / Document Owner	UKYA Staff Office

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EDI Working Group	V1	December 2023
Withers (legal)	V1	December 2023
Executive Group	V1	February 2024

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