

4.1 Paid Leave Entitlement

Directly Employed Staff are entitled to take the full period of paid leave in accordance with their host

The Royal Society will meet any additional salary and oncosts incurred in accordance with the host , less any statutory pay which can be recovered from HMRC. Any additional salary and oncosts will be paid at the rate agreed in the award letter. For example, if grant payments are paid using the Full Economic Costing model then any paid leave costs will also be paid at 80%.

The Royal Society will not meet any additional indirect costs, estate costs, other directly allocated costs or research support costs associated with a period of paid leave.

Directly employed staff qualify for paid leave at any point during the original period of the grant.

The Royal Society should be notified in advance of any period of paid leave, with the exception of a period of sick leave where the Society should be notified as soon as is practicable.

5.1 Process for Research Fellows taking paid leave

On notifying the Royal Society, Research Fellows will be asked to submit a Change Request containing details of the request for paid leave. The Research Office will also submit assurances about the grant's status during the period in which it is held in abeyance.

Once these details and assurances have been collected, the Royal Society will place the fellowship on hold. For the period of leave no payments will be made to the host organisation with the exception of any directly incurred salary costs, for example for PhD students.

On the completion of the paid leave, any additional salary and oncosts incurred less any statutory pay which can be recovered from HMRC can be claimed back from the Society. Research Offices who wish to claim these costs should invoice the Royal Society for the required amount.

5.2 Process for PhD students and Other directly employed staff taking paid leave

Where a PhD student or Other directly employed staff member takes a period of paid leave the grant will continue to be paid as normal.

On the completion of the paid leave, any additional salary and oncosts incurred can be claimed back from the Society. Research Offices who wish to claim these costs should invoice the Royal Society for the required amount.

6 Support & Guidance

For questions about this policy please contact the Royal Society grants team on grants@royalsociety.org

Policy sponsor	Grants SLT
Policy owner	Grant Operations Team
Grants Committee Approval Required	Yes, approved 15/03/2024
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