Reckitt Global Hygiene Institute
Award Holder Long‑Term Leave Policy
Policy number: P200

1. Policy Statement

The Reckitt Global Hygiene Institute (RGHI) is committed to supporting the well-being and work-life balance of its Award Holders. This policy outlines the provisions for long-term leave, including family leave (maternity, paternity, adoption, shared parental, and carer's leave) and sick leave.

This policy applies to: Current RGHI award holders

All award holders are expected to adhere to this policy from the Effective Date (see below) unless a prior arrangement has been formally agreed between the award holder and RGHI.

2. Leave Provisions

2.1 Types of Leave Covered

This policy covers the following types of leave and their equivalents in the Award Holder's country of residence:

Family Leave:

- Maternity leave
- Paternity leave
- Adoption leave
- Shared parental leave
- Carer's leave

Sick Leave:

Long-term sick leave (typically more than 4 weeks).

2.2 Salary and Research Costs

RGHI will normally abide by the terms and conditions of the Award Holder's employing organisation ("the employer") and of the statutory rights in the Award Holder's country of residence for family leave, sick leave and related pay.

2.2.1 For Fellows:

The Fellowship will be temporarily suspended for the leave period agreed between the Award Holder and the employer. RGHI will not provide supplemental funding to cover a leave of absence from a Fellowship for any reason.

In some circumstances, RGHI will consider proposals for the redistribution of funds to allow for the continuation of research by others. Fellows should contact RGHI to discuss their specific situation and proposed arrangements.

2.2.2 For Grantees:

In cases where the Principal Investigator (PI) goes on leave but the rest of the team continues working, RGHI will consider proposals on a case-by-case basis. We will review any reasonable proposal for the redistribution of funds or partial suspension of the grant while the PI is on leave. Award Holders should contact RGHI to discuss their specific situation and proposed arrangements.

3. Procedure

3.1 Before Starting Leave

Award Holders must contact RGHI to inform them of the impending leave, or as soon as possible if leave must be taken unexpectedly.

3.2 During Leave

Award Holders or their representatives should keep RGHI informed of any significant changes in the expected duration of leave.

3.3 Returning to Work

Just before returning, or as soon as is reasonable upon returning, the Award Holder must contact RGHI and arrange a "Returning from Leave" meeting to confirm plans and formally restart the Award.

3.4 Grant End Date

Award Holders may request an extension to their grant end date to match the amount of leave taken. Justification may be required for extensions related to staff leave. See RGHI Extension Policy for further details.

3.5   Part-time Return

Award Holders may return to work part-time if agreed with their employing organisation. RGHI may consider further extension of the grant end date in such cases.

4. Policy Administration

4.1   About this Policy

Version: v1

Effective Date: 4-Nov-2024

Policy owner: Emily Giles, Operations and Communications Manager

Policy sponsor: Sarah Roberts, Executive Director

Contact: Emily Giles or Jamie Nunn, grants_admin@mail.rghi.org

Appendices: None

The Board of Directors of RGHI adopts this policy to establish clear guidelines, promote best practices, and ensure compliance with applicable laws and regulations. This policy aims to support RGHI's mission and enhance organisational effectiveness.

RGHI's Executive Director is responsible for ensuring implementation of this policy.

RGHI reserves the right to revise and amend this policy as necessary to ensure alignment with organisational objectives and funding priorities.

For all RGHI Policies and Standard Operating Procedure, see www.rghi.org/public-policies

4.2   Document History

Date	Version	Reason/Description
4 November, 2024	Version 1	Executed Policy