SPECIAL UNPAID LEAVE

FREQUENTLY ASKED QUESTIONS

What is Special Unpaid leave?

Special unpaid leave is unpaid leave that may be granted for a minimum period of one week and up to a maximum period of four weeks.

Who can apply for Special unpaid leave?

This procedure applies to all employees of UL with 12 months service in the University.

Can I return early from a period of Special Unpaid leave once approved?

With the agreement of the employee, the line manager and HR, it may be possible to resume duties earlier than that stated on the approved application.

How do I apply for special unpaid leave?

Colleagues may apply for special unpaid leave using the Employee Requests Portal on Core.

Are all applications for special unpaid leave granted?

Where there are a number of applications from a particular work area it may be necessary to limit the number of employees availing of the procedure from that area. The approval of applications may also be determined on the business and operational needs of that specific area.

Can I appeal a decision not to grant me special unpaid leave?

Employees who are refused special unpaid leave shall be given an explanation for the refusal. The staff member may seek a review of the decision not to be awarded Special Unpaid Leave within 10 working days of being notified of the decision. The review request must be made in writing to the Executive Dean / Divisional Director. The person conducting the review will make a decision within 10 working days and this decision will be final.

Can I avail of sick leave whilst on a period of special unpaid leave?

No, sick leave cannot be availed of during a period of special unpaid leave.

What happens to my salary deductions such as VHI deductions, savings deductions etc during a period of special unpaid leave?

It is the responsibility of the employee to ensure that such payments are made during a period of unpaid leave.

Can I apply for recruitment competitions in the University whilst on special unpaid leave?

Employees availing of special unpaid leave will continue to be eligible to apply for posts within the University, subject to the usual eligibility criteria.

Is a period of special unpaid leave reckonable for pension purposes?

No, a period of special unpaid leave is not reckonable for pension purposes.

Document Version	CD013.1
Document Owner	Human Resources
Approved by	Human Resources
Date	06 May 2025
Effective Date:	06 May 2025
Scheduled Review Date:	May 2029
Related Documents	Special Unpaid Leave Procedure