APPENDIX X

REGULATIONS ON LEAVE PASSAGE

A member of staff at Mona not under the Study Leave Ordinance of the University shall be eligible to apply for an allowance to meet the cost of the passage for himself/herself, wife/husband and children under the following conditions:

a) He must be in receipt of a certain basic salary to be determined from time to time.

b) Leave may be taken at the convenience of the Department concerned. Application for leave shall be subject to approval by the Registrar. It should be submitted through the Head of the Department and should be made not less than six (6) months in advance.

c) Leave passages are provided only once in every six (6) years.

d) The period of leave, which shall include time for outwards and return traveling, shall normally be three months and must be spent abroad; leave under these rules may not be accumulated.

e) Not more than five passages shall be provided being passages for self, wife/husband and not more than three children, up to the end of full-time education or to the age of 21 whichever is earlier. Birth Certificates of children should be supplied on application for leave passage.

f) The amount payable for passage shall be fixed from time to time by the Council. At present the amount is based on the prevailing airfare to London.

g) The member of staff shall not earn his/her normal vacation leave in the year in which he/she is granted Assisted Passage Leave.

h) The member of staff will not normally be allowed to take vacation leave in the same year in which he/she is granted Assisted passage Leave, except where such leave is continuous with vacation leave taken in the preceding or following years, or in special circumstances.

i) Vacation leave must not be taken to immediately precede or follow Assisted Passage Leave, unless specially approved by Finance Committee.

j) Assisted Passage Leave will be not be granted immediately before or after leave granted to a member of staff for study purposes.
k) Assisted passage Leave will be considered to run in the same manner as vacation leave, i.e. it accrues in relation to the appointment anniversary of the employee.

l) Where Assisted Passage Leave spans two leave years, it will be regarded as effectively taken in the year in which it begins.

m) Members of staff who have already qualified for passage leave would continue to be eligible.

   i. Members of staff who were at least two increments away from the previous qualifying salary in the final year of the regrading should be deemed to be eligible for the allowance at the time when they would have earned under the old salary scale.

   ii. No category, which had qualified for this leave before the regarding would be debarred

n) Notwithstanding the above, the Finance and General Purposes Committee, Mona decided: -

   i. that where members of staff and their spouses are entitled to leave passage benefits under different schemes, their entitlement should be subject to the principle of no double benefit;

   ii. that in principle a member of staff who applied for leave with travel or passage benefits of any kind was entitled to those benefits, subject to deduction there from of any such benefit (whether claimed by the member of staff or by his or her spouse) and which had also been paid in relation to the relevant qualifying period for such benefits. Analogous terms should govern a claim by a member of staff for travel or passage benefits in respect of his or her children.

   iii. that the principle of no double benefit would not be violated in the case of members of staff married to each other who had more than three children and who wished to claim each in respect of different children so as to obtain travel and passage benefits for more than three children, i.e. a member of staff could claim for children up to three full passages; in effect, a member of staff and spouse could claim up to six full passages for children.