THE ROYAL SOCIETY

Version: 2
Date: 26/03/2025

Royal Society Paid Leave Policy

1 Purpose

This document sets out the Royal Society's policy on paid leave (including parental, maternity, paternity, adoptive, sick or other long-term leave) for directly employed staff on a Royal Society funded grant.

2 Definitions

Paid Leave: a period of long-term leave for which payment is received. For the purposes of the Royal Society Paid Leave policy this includes maternity, paternity, shared parental and adoptive leave as well extended sick leave and extended jury service.

Directly Employed Staff: research staff directly employed on a Royal Society funded grant. This means that their salary (or stipend) is a directly incurred cost and their time is auditable; that the staff member's primary role is to work on the funded research; and that the Royal Society fully supports their salary (or stipend). This includes:

- Royal Society Research Fellows (PIs)
- PhD students
- Other directly employed staff (e.g. Post Doctoral Research Associates, Technical staff)

The Royal Society's definition of directly employed staff does not include staff employed to provide teaching or administrative replacement for the primary grant holder or staff who are a directly allocated cost on the grant.

3 Scope

This document covers the leave entitlements, costs and support the Royal Society can provide to directly employed staff on a Royal Society funded grant who need to take a period of paid leave, including parental or sick leave.

This includes grants through the following schemes:

- University Research Fellowships
- Dorothy Hodgkin Fellowships
- Newton International Fellowships
- Career Development Fellowships
- Faraday Discovery Fellowships
- Royal Society Research Professorship
- Industry Fellowships
- Royal Society Wolfson Fellowships
- Royal Society Wolfson Visiting Fellowships

4 Provision

4.1 Paid Leave Entitlement

Directly Employed Staff are entitled to take the full period of paid leave in accordance with their host institution's standard employment policies and procedures.

The Royal Society will meet any additional salary and oncosts incurred in accordance with the host institution's policy on paid leave, 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 will not meet paid leave costs for a grant that has extended beyond its original grant period through a no cost extension.

Host institutions should not use the salary allocation for any individual employed on a Royal Society grant to fund the individual's paid leave entitlements, but should instead claim these costs back from the Royal Society (see Section 5).

4.2 Extensions

Following a period of paid leave, the Royal Society will extend the grant for Research Fellows only to account for any time lost within the original period of the fellowship. For PhD students the grant itself will not be extended but additional PhD funds will be provided to allow the student to complete their PhD. For Other directly employed staff the grant will not be extended.

4.3 Replacement cover for Other directly incurred staff

For Other directly employed staff only, the salary allocation for the individual taking a period of paid leave can be used to pay for cover during the time in which the position is vacant. The Royal Society will not provide any additional funds to support the employment of replacement staff.

4.4 Flexible Working

All Directly Employed Staff on Royal Society funded grants are entitled to request flexible working. Details of flexible working provision for each grant scheme are outlined in the relevant scheme notes. Where a Directly Employed Staff member is already working flexibly, costs will only be covered for the % of time that the staff are contracted on the Grant.

5 Process

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
Last Review	26/03/2025
Next Review	01/08/2026