

INTEGER Returner's Scheme for Academic Staff:

Process, procedure and forms

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1.0 General Principals of the Scheme

1.1 Purpose

The INTEGER Returner's Scheme supports academic staff returning to active research after a prolonged absence. The scheme provides a one semester release from teaching and/or administrative duties to enable returning staff to concentrate fully on their research.

The scheme will operate on a pilot basis initially, and will then be reviewed to determine continued future implementation.

1.2 Scope

To be eligible for the scheme, applicants must have taken Eligible Leave, as defined below, and must fall into one of the following categories:

Category 1: Permanent academic staff, who return to work following a period of Eligible Leave as defined below.

Category 2: Contract academic staff¹, who return to work following a period of Eligible Leave as defined below.

1.3 Eligible leave

Eligible leave is defined as a minimum of:

- (i) statutory maternity leave of 26 consecutive weeks with pay (or 26 consecutive weeks paid plus 16 consecutive weeks unpaid); or
- (ii) statutory adoptive leave of 24 consecutive weeks with pay (or 24 consecutive weeks paid plus 16 consecutive weeks unpaid); or
- (iii) statutory parental leave of 18 consecutive weeks unpaid; or
- (iv) carer's leave for a minimum period of 6 consecutive months unpaid.

In each case the leave must have been taken since 1st January 2014.

¹ Minimum remaining contract duration to be agreed.

1.4 Conditions

- The scheme provides for a reduction in teaching for one semester.
- The scheme must commence on the first full semester of the applicant's return to work following a period of eligible leave.
- Draw down of the scheme must commence within 18 months of the approval in principal being agreed by the Faculty Executive Committee.
- The applicant is entitled to 120 hours buy-back, to a maximum of €6,500: this is the equivalent of 10 hours per week for the 12 weeks of the semester
- The buy-back can be a composed of a number of different elements (see sample below) as long as agreement is reached with Head of School.

1.5 Financial arrangements

The INTEGER Returner's Scheme supports academic staff returning to active research after a prolonged absence and will be on the basis of full salary.

Sample costings:

	Hours	Cost per hour	Total
Tutorials	33	€33	€1,089
Teaching	60	€81	€4,860
Labs	25	€21	€525
Total	118	-	€6,474

** Buy-back of admin time (at appropriate rate) is also possible under the scheme, as long as total hours do not exceed 120.