

# LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE

## NOTE ON UNDERWRITING OF CONTRACTS

1. Long-serving staff of the School whose contracts are funded or part-funded other than by general funds (including those funded by grants, contracts, consultancies and all ring-fenced accounts), have a right to periods of employment on faculty and/or departmental funds when other funds are not available. This benefit is available to all groups of School staff, regardless of grade or level.
2. Staff with five years' or more continuous service with the School as a member of staff are entitled to six months' underwriting from faculty and/or departmental funds. Entitlement will be on a pro rata basis for staff who are working, or have worked, on a part-time basis, calculated by reference to the five years' service immediately preceding the take-up of underwriting.
3. The entitlement to underwriting is available on a one-off basis, i.e. once the full entitlement to underwriting at a particular time has been used, a member of staff will not become eligible for underwriting again, regardless of further length of service.
4. Where only part of an appropriate period of the underwriting entitlement is drawn on at a particular time, the remaining part will remain available to be used in the future.
5. Before the period of underwriting starts, the member of staff should draw up in writing a plan of work describing the activities which they will undertake during the underwriting period. This plan must be approved by the Head of Faculty<sup>1</sup> in writing.
6. As part of their work plan, staff on underwriting will be expected to make a substantial contribution (50% for academic staff, 100% for PSP staff) to the work of their department, administrative unit, or faculty, by agreement with the Head of Faculty. This contribution may include work which falls outside the remit of the staff member's previous duties, as long as it is considered to be within their capabilities.
7. All staff on underwriting will be required to register on the School's Redeployment Register at the commencement of the underwriting period. Staff will be permitted to register at an earlier stage on request.
8. Where Council has determined a need for restructuring or rationalization in the School which directly results in a member of staff leaving its employment, underwriting (including any accrued entitlement) will not be available, although the loss of this entitlement will be considered in determining arrangements for leaving the School.
9. Any queries arising from this note should be directed to the Head of Personnel, Pay & Pensions.

HMJA  
10.09.2010

---

<sup>1</sup>Throughout this document, the term "Head of Faculty" shall be deemed to include the Director or the Secretary & Registrar or the Dean of Studies where appropriate.