

Additional Leave entitlement for students funded by the University of Sheffield and/or UKRI

From 1st October 2025, students who are funded by either the University of Sheffield or UKRI may be entitled to additional paid leave of absence (Additional Leave) under certain circumstances, as defined in the table below. Students must still be within their funded period (i.e. still receiving a maintenance stipend) in order to receive any paid Additional Leave.

Students who are beyond their funded period are still eligible to apply for a period of unpaid leave of absence at any point during their degree, including after their viva.

Additional Leave may be applied for on the following grounds:

Type of leave	Paid entitlement
Special leave (including bereavement and pregnancy loss): This covers a range of scenarios such as bereavement and pregnancy loss, as well as emergency situations such as serious illness or injury relating to a student's dependant, and domestic emergencies.	A stipend of up to 10 working days pro rata in the event of the death of a parent, close relative or child, or in the event of a pregnancy that is lost before 24 weeks. In other cases, a stipend of up to five working days pro rata would be the normal expectation.
Baby loss (including stillbirth and neonatal loss): This applies where the baby is stillborn, or born at any stage of pregnancy in or beyond 24 weeks but dies within the first 52 weeks of being born.	The same amount of Family Leave as the student would have received had the child survived.
Carer's leave: This is defined as a dependent with a disability, care need related to old age, or an illness or injury likely to need care for more than three months.	A stipend of up to five working days per year pro rata.
Additional disability leave associated with delayed adjustments: May be drawn where reasonable adjustments have not been put in place for a disabled student, resulting in the student being unable to study.	Stipend may be extended where disruption exceeds five days and up to four weeks. Stipend extensions beyond four weeks must first be cleared with UKRI/UoS.
Health and Safety: May be drawn where mitigations have not been put in place, resulting in the student being temporarily unable to continue their studies and where the university has made all other	Stipend may be extended where disruption exceeds five days and up to four weeks. Stipend extensions beyond four weeks must first be cleared with UKRI/UoS.

reasonable efforts to mitigate the issue.	
Public duties: This would cover a student being required to undertake jury service	The stipend should be paid and the studentship extended.

Additional Guidance

1. Students should take any paid or unpaid leave for emergency or compassionate reasons as a leave of absence, as this will enable us to extend both the student's funded/fee-paying period, as well as their time limit. The University has a minimum period of leave of absence, which is normally four weeks. However, shorter periods of leave of absence can be approved in very exceptional circumstances, for example, in cases of emergency/compassionate leave, as outlined above.
2. Where UKRI specifies 5 or 10 days, they have confirmed that this equates to working days, which we would pay as one or two full weeks.
3. In addition to the paid leave entitlement, students may request additional unpaid leave of absence, as required.
4. Students must not undertake any work associated with their degree during a period of leave of absence.
5. The University reserves the right to request relevant evidence to support requests for paid compassionate/emergency leave but will be mindful of the difficult circumstances inherent to such requests. It is acknowledged that it would not be appropriate to request medical evidence pertaining to individuals who are not themselves students of the University.
6. Normal rules relating to retrospective requests for leave of absence shall apply, i.e. requests shall not normally be backdated more than 30 days. This allows for the fact that requesting compassionate/emergency leave may not be an immediate priority in many of the above circumstances.