

Medical Leave of Absence Stipend Extension Policy: University of Sheffield- or UKRI-funded students

This policy relates to the payment of stipends during certified periods of medical leave and applies to eligible full-time and part-time postgraduate research students who receive a maintenance stipend funded by either the University of Sheffield **and/or** by a UK Research Council, in accordance with the eligibility criteria below.

Eligibility criteria for receiving stipend payments

1. Full-time and part-time postgraduate research students who receive a maintenance stipend funded by the University of Sheffield (namely, scholarships funded centrally by the University or by faculty or school funds) and/or by a UK Research Council, are entitled to up to 28 weeks paid medical Leave of Absence (LOA), at their normal stipend value, in any 12-month rolling period dated from the first day of the sickness absence, upon approval of a medical leave of absence supported by appropriate medical evidence, i.e. a medical certificate. The total cumulative amount of any paid leave, i.e. medical or additional leave, but excluding parental leave, must not exceed 52 weeks across the whole studentship.
2. All applications for LOA are subject to approval by the relevant school and faculty and must be made in accordance with the University's policy on [Leave of Absence](#).
3. Retrospective payments are not permitted. Payment will commence from the start date of the LOA, which must be applied for within 30 days of the date on the medical certificate. A funded stipend extension is unlikely to be considered if the absence is not reported at the appropriate time via the LOA process.
4. The LOA must be at least four weeks in duration. Absences under four weeks/28 days will be treated as an authorised absence, not a LOA, therefore a funded stipend extension will not apply. Stipend payments will continue to be paid as normal.
5. Students must be in receipt of a maintenance stipend to be eligible to receive a stipend extension.
6. Students must still be within their funded/tuition fee-paying period (during which time maintenance stipend would be payable) to receive a funded stipend extension.