

Stipend Extension for Medical Leave of Absence Policy

This policy relates to the payment of stipends during certified periods of illness and applies to eligible full-time and part-time postgraduate research students who receive a maintenance stipend funded by 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 (including shared costs scholarships funded by the University or faculty or departmental funds) and/or by a UK Research Council, are entitled to up to 13 weeks paid medical Leave of Absence (LOA), at their normal stipend value, in any 12-month rolling period, upon approval of a medical leave of absence supported by appropriate medical evidence, i.e. a medical certificate.
2. All applications for LOA are subject to approval by the relevant department and faculty and must be made in accordance with the University's policy on Leave of Absence: <https://www.sheffield.ac.uk/rs/code/loa>.
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 4 weeks in duration. Absences under 4 weeks will be treated as an authorised absence, not a LOA, therefore paid 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. The policy does not apply to students in receipt of tuition fee awards only.
6. Students must still be within their funded period (during which time maintenance stipend would be payable) to receive paid a funded stipend extension.
7. This policy applies to students applying for LOA on or after 01 August 2020.
8. Students who are not covered by the above eligibility criteria should consult their sponsor's terms and conditions to explore whether their sponsor provides any additional funds to cover periods of medical absence.