**UNIVERSITY OF OXFORD**

To HR Officer ([academic.appointments@humanities.ox.ac.uk](mailto:academic.appointments@humanities.ox.ac.uk))  
Humanities Divisional Office  
Radcliffe Humanities  
Radcliffe Observatory Quarter  
Woodstock Road

Click or tap here to enter text. **-** Choose an item. **Leave –** Click or tap here to enter text.

In accordance with cl.6(c) of the Leave Regulations (Council Regulations 4 of 2004), I write to inform you that

(a) I am/am not[[1]](#footnote-2) in a better financial position than I would have been if I had not taken sabbatical leave or been granted dispensation from my lecturing obligations;

(b) As my answer to (a) above is in the affirmative, I hereby agree to the deduction of £ from my normal university stipend.[[2]](#footnote-3),[[3]](#footnote-4)

Signed…………………………………………………………………………….

Faculty……………………………………………………………….

Date……………………………………………………………………………….

1. Delete whichever is inapplicable. (Holders of stipendiary college posts must assume for their calculations that they have been in receipt of their regular college tutorial salary during the period of leave even though they may have had unpaid college leave – see *Regulations* reference above.) [↑](#footnote-ref-2)
2. Your full pension rights will be preserved in any period during which you sustain a deduction in your stipend under these rules; accordingly the University will maintain the employer’s contributions related to your full university stipend and deductions from your salary in respect of your personal contributions will be made on the same basis. [↑](#footnote-ref-3)
3. The net amount by which you regard yourself as being better off will be grossed up at the highest marginal rate of income tax (40% w/e 5.4.2002 – i.e. ÷ by 60%) to which your university stipend is liable. Any enquiries on this and on the arrangement for deduction from your stipend may be addressed to Mr J Silk (tel. 6-16125) in the Finance Division).

   Those whose colleges have similar stipendiary arrangements in respect of the grant of sabbatical or study leave are kindly asked to ensure that any sum mentioned in (ii) relates solely to the deduction to be made from the *university* stipend.

   Any deduction from university stipend will not exceed the amount of the normal stipend in respect of the period of leave or dispensation. [↑](#footnote-ref-4)