

## Appendix 1

### Research and Study Leave Allowances

These allowances apply to both full-time and part-time staff.

Location of leave	Available allowances	Maximum
<b>New Zealand and/or Oceania (Australia and Pacific Islands)</b>	<ul style="list-style-type: none"><li>• \$300 per week for each complete week spent in New Zealand and/or Oceania (maximum 48 weeks), plus</li><li>• A lump sum of up to \$2,000 for staff taking leave within New Zealand and/or Oceania for a period of at least 3 weeks</li></ul>	\$14,400  +\$2,000  <b>\$16,400</b>
<b>Beyond Oceania</b>	<ul style="list-style-type: none"><li>• \$350 per week for each complete week spent overseas beyond New Zealand and/or Oceania (maximum 48 weeks), plus</li><li>• A lump sum of \$4,000 for staff taking leave beyond New Zealand and/or Oceania for a period of at least 3 weeks.</li></ul>	\$16,800  +\$4,000  <b>\$20,800</b>

#### OVERALL LIMITS

1. In any six year period, the maximum allowance payable is \$20,800 (calculated on the basis that all of the research and study leave is spent 'Beyond Oceania').
2. Staff are encouraged to use their Research Trust funds to augment the standard allowances.
3. Regardless of the combination of locations where research and study leave is undertaken, under no circumstances will a lump sum of more than \$4,000 be paid.
4. Staff taking leave in New Zealand and/or Oceania and Beyond Oceania for less than three weeks in either location, but for three weeks or more in total, are eligible for a lump sum payment of \$2,000.

#### Travel Insurance

Arrangements have been made for the University's travel management company, Orbit Corporate Travel, to make available a discounted rate for travel insurance. Staff can take advantage of this arrangement whether or not airfares relating to their research and study leave are booked through Orbit. The arrangement is entirely voluntary and staff members may choose their own insurance provider if they wish. Staff who do wish to take up the Orbit offer should contact [unileisure@orbit.co.nz](mailto:unileisure@orbit.co.nz) stating their requirements.