



**Board of Trustees
One-Page Summary**

AGENDA ITEM NO.	10
TITLE	Sabbatical Accommodation Policy
AUTHOR	Joe Cooper – Managing Director
EXECUTIVE SUMMARY	The Sabbatical Accommodation Policy lapsed on the 31 July 2013. The existing policy asked for decision for officers to live out to be approved by Union Council. The policy covers remuneration of Officers which is the remit of the Board and not Union Council.
PURPOSE	To approve the updated policy and that it be a policy of Trustee Board with responsibility delegated to Appointments and Remuneration Committee.
RISK IMPLICATIONS	None
FINANCIAL IMPLICATIONS	To be included in the annual budget.
LEGAL REVIEW REQUIRED?	No
DECISION/ACTION REQUIRED	Yes – approval

Imperial College Union
Sabbatical Accommodation Policy –
Replaces “Officers Use of Halls Room Policy”
Passed by Union Council 17th May 2010

1. Imperial College Union strongly supports the use of rooms in halls of residence by senior officers of the Union as it is vital to maintaining the connection between officers and the student body, and allowing officers to work effectively for the Union.
2. Holders of sabbatical positions, including the Sabbatical Officers, ICSMSU President and the Felix Editor, will be offered a room in price band ‘D’, available in Beit, Prince’s Gardens or Evelyn Gardens, subject to approval from Residences.
3. If officers wish to decline their offer of a hall room for any period, they may do so only with the prior permission of ~~Council~~ the Appointments and Remuneration Committee. The designated room will be re-allocated by Residences, so an officer who has declined a room will not be able to take a room in halls at a later date.
4. If officers wish to live in accommodation other than their designated halls room, they may only do so with the prior permission of ~~Council~~ the Appointments and Remuneration Committee and will be afforded no assistance from the Union in obtaining that accommodation.
5. Rooms will only be allocated to officers prior to the start of the academic year. If a position is filled during the academic year the officer will not be able to live in halls of residence.
- ~~6. Any unallocated rooms will be returned to Residences for re-allocation.~~
- ~~7.6.~~ As details of officers taking up rooms are required by Residences considerably prior to the start of the academic year, preferences must be submitted to the Governance & Administration Manager ~~Governance Coordinator~~ by the 1st May. If an officer-elect does not accept their offer of a room or is out of contact every effort having been made to contact them by the time details are needed by Residences, they will be deemed to have rejected their offer.
7. The Union shall pay the full rent for holders of sabbatical office living in halls or shall pay an honorarium equal to 75% of the average rent of price band ‘D’ rooms, should rent not be payable to College, on behalf of sabbatical officers.
8. Officers in halls may during their time living in halls be required to move rooms during the summer vacation period.
9. The President is responsible for running and enforcing this policy and will rule in the event of a dispute.