

## 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**

Staff travelling under the Research and Study leave policy pay for their travel insurance from their study leave allowance. There is no requirement to use the University of Waikato Chubb policy, however the cost and benefits are competitive. Travel insurance for study leave can be provided for staff and their family at \$6.95 per person per day. Staff will need to email details of traveller names, dates and countries to [insurance@waikato.ac.nz](mailto:insurance@waikato.ac.nz). The insurance team will calculate the premium amount and provide the bank details for payment.