

Central Film School

2026/27

Central Film School

Professional Practice Leave Procedure

1. Introduction

- 1.1. This Professional Practice Leave Procedure is aligned to Central Film School's Institutional Strategy and Learning and Teaching Strategy, which emphasise the importance of industry engagement, academic currency, and the development of a strong and connected community of practice across teaching, scholarship, and professional creative work.
- 1.2. As a specialist provider in screen-related disciplines, the School recognises that active professional practice by academic staff is central to sustaining an authentic, industry-aligned learning environment.
- 1.3. In support of these strategic aims, the procedure provides academic staff with an entitlement of up to **10 days of additional Professional Practice Leave per academic year**. For non Academic staff they can have up to **5 days of additional Professional Practice Leave per academic year**.
- 1.4. This entitlement enables staff to engage in professional, creative, or scholarly activity that strengthens their participation in relevant professional communities of practice and directly informs curriculum design, teaching delivery, assessment practices, and student employability. Note that if the other work or engagement is remunerated, CFS have no responsibility on taxation obligation or any statutory requirement for any government bodies.

2. Application and Approval

- 2.1. Applications for Professional Practice Leave must begin with approval from the staff members line manager.

- 2.2. Once approved, the application will then be reviewed by:
- A POC meeting
- 2.3. Applications must be submitted using the approved form to the staff members indicated [here](#).
- 2.4. In some instances where a staff member has exceeded the 10 days of professional practice leave, CFS may consider approving an additional 5. This is at the discretion of the staff members indicated above and dependent on the project. This will only be offered to academic staff and no other staff members.
- 2.5. Staff submitting the proposal via the form, should allow for up to 31 days for approval.

3. Eligibility

- 3.1. Full-time permanent staff are able to apply after one year of continuous service. Not staff on graduate programmes or who have specific issues within their employment (such as being on a PIP), will be ineligible. In certain circumstances applications from staff members with less than a year's service may be considered.

4. Funding

- 4.1. CFS will not usually fund professional practice as it is an expectation of the academic roles, however this will be considered on an individual basis for academics only.
- 4.2. Staff wishing to apply for funding must do so by submitting a business case to the Research and Ethics Committee where it will be approved or rejected.

5. Outcome

- 5.1. When the Professional Practice Leave has been approved and used, CFS expects and staff are required to;
- A review of the project to be submitted to both the Learning and Teaching committee & Research and Ethics committee.
 - A CPD session delivered to all staff about the project and the learnings.

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