



Policy Title	Staff Conditions of Service
Policy No:	LOU/SCS/HR/015
Owner:	Lumina Open University (LOU)
Approved By:	LOU Senate
Manager/Driver:	Registry
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1. Introduction

This document outlines the conditions of service for all staff employed at Lumina Open University ("the University"). It aims to establish a clear understanding of the rights, responsibilities, and expectations of all staff in alignment with the University's mission, values, and strategic goals.

2. Scope

These conditions apply to all categories of staff—academic, administrative, technical, and support—whether employed on full-time, part-time, contract, or temporary basis.

3. Employment Terms

3.1 Appointment

- All appointments shall be made in writing and shall include the job title, department, terms of engagement, and duration (where applicable).
- Employment is subject to verification of qualifications, references, and any statutory clearances.

3.2 Probation

- New employees shall serve a probationary period of **6 months** (extendable by 3 months if needed).
- Performance during probation will be assessed before confirmation of employment.

4. Working Hours

- Standard working hours are **40 hours per week**, Monday to Friday, 8:00 am – 5:00 pm (including a 1-hour lunch break).
- Flexibility may be allowed depending on job roles, particularly for academic staff involved in online teaching or research.

5. Leave Entitlements

5.1 Annual Leave

- All full-time staff are entitled to **30 working days** of paid annual leave per calendar year.

5.2 Sick Leave

- Employees are entitled to **15 working days** of paid sick leave per year upon submission of a medical certificate.

5.3 Maternity/Paternity Leave

- Maternity leave: **12 weeks** paid; Paternity leave: **10 working days** paid.

5.4 Special Leave

- May be granted for bereavement, study, or other approved purposes at management's discretion.

6. Remuneration and Benefits

- Salaries shall be paid monthly, in arrears, on the **last working day** of each month.
- Staff are eligible for benefits such as:
 - Health insurance
 - Pension scheme (as per national regulations)
 - Professional development allowances
 - Access to university facilities

7. Performance and Development

- Annual performance appraisals shall be conducted to assess achievements, identify development needs, and inform promotions and salary reviews.
- Staff are encouraged to engage in continuous professional development (CPD) activities.

8. Code of Conduct

- All staff must uphold the highest standards of integrity, professionalism, and respect for diversity.
- Staff are required to:
 - Maintain confidentiality
 - Avoid conflicts of interest
 - Comply with university policies, including on harassment and discrimination

9. Disciplinary Procedures

- Disciplinary actions may be taken for misconduct, negligence, or breach of contract.
- The University shall ensure a fair hearing process, including:
 - Written notice of charges
 - Opportunity to respond
 - Right to appeal

10. Grievance Redressal

- Staff may raise grievances through their immediate supervisor or the HR Department.
- A formal grievance mechanism will ensure timely and fair resolution.

11. Termination of Employment

11.1 Resignation

- Staff must give **one month's notice** or salary in lieu.

11.2 Termination by University

- May occur due to redundancy, misconduct, or non-performance, in line with applicable labor laws.

11.3 Retirement

- The official retirement age is **60 years**, unless otherwise stated by applicable national policy.

12. Amendments

These conditions may be reviewed and amended by the University Management from time to time. Staff shall be notified of any changes in writing.

Acknowledgment

All staff must sign a declaration indicating they have read, understood, and agreed to abide by these Conditions of Service.