human resources
policies and procedures

SECTION 6 – LEAVE POLICIES

6.8 EXAM & STUDY LEAVE

Exam Leave

General
Staff members pursuing an approved course may be given leave with pay for attendance at examinations.

1. Approved Course

1.1. For the purpose of exam and study leave an "approved" course will be one which has written approval of the Human Resources Department prior to the commencement of the course by the staff member. It should also be directly related to the work and development of the member within the University.

2. Eligibility

2.1. All staff members who have fulfilled the normal conditions for exam/study leave.

3. Implementation

3.1. Application for exam leave should be made in writing to the Head of School or Unit specifying the dates and times of the exams to be attended.

3.2. The application should be copied to the Human Resources Department.

3.3. On the approval of the Head of School or Unit leave with pay may be allowed only for the actual periods of attendance at examinations.

4. Leave for Conferring

4.1. Leave with pay may on application be given on the occasion of a staff member being conferred on successful completion of an approved course.

4.2. Application should be made through the Head of School/Unit.

Study Leave

General
Study leave with pay may be granted to staff members pursuing an approved course at second or third level in their own time.

1. Approved Courses

1.1. For the purpose of study and exam leave an "approved" course will be one which has the written approval of the Director of Human Resources prior to the commencement of the course by the staff members.

1.2. It should also be directly related to the work performance and development of the member within the University.
2. Eligibility
   2.1. All staff members who have fulfilled the normal conditions for exam/study leave.

3. Implementation
   3.1. Application for leave should be made in writing to the Head of School specifying the
        dates of intended leave and the course of study being pursued.
   3.2. This application should be copied to the Human Resources Department.

4. Duration of Leave
   On approval the following leave allowance will apply:

   4.1. For second level courses 3 days’ study leave per annum may be allowed, subject to a
        maximum of six days for the entire course of study.
   4.2. For third level courses 5 days’ study leave may be allowed in each year of study,
        however repeat years are excluded.

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