



# 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.

## Approved Courses

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. It should also be directly related to the work performance and development of the member within the University.

## Eligibility

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

## Implementation

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. This application should be copied to the Human Resources Department.

## Duration Of Leave

On approval the following leave allowance will apply:

- 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.
- For third level courses 5 days study leave may be allowed in each year of study, however repeat years are excluded.



*Last Revision 25-FEB-10*

Document Name	Study Leave	The logo for DCU (Dublin City University) features a stylized orange swoosh above the letters 'DCU' in a bold, blue, sans-serif font.
Version Reference	1.0	
Document Owner	Human Resources Office	
Approved by	DCU Executive	
Date	25th February 2010	