



Exam Leave

General

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

Approved Course

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.

Eligibility

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

Implementation

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

Leave for Conferring

Leave with pay may on application be given on the occasion of a staff member being conferred on successful completion of an approved course. Application should be made through the Head of School/Unit.



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