



Exam Leave

Purpose

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

Scope

This Policy applies to all staff within the university, both academic and support, that have fulfilled the normal conditions for exam / study leave.

Policy Statement

For the purpose of exam leave, an approved course is one that has the 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.

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.

Roles and Responsibilities

Staff Member

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

Head of School / Unit

The application should be copied to the Human Resources Department once approved by the Head of School / Unit.

Human Resources

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



Related Documentation

1. Study Leave Policy
2. [Educational \(Fees\) Supports](#)

Contacts

Learning and Development, Human Resources

Policy Review

This policy will be reviewed as needed.

Version Control

Document Name	Exam Leave Policy	
Version Reference	1.1	
Document Owner	Human Resources Office	
Approved by	DCU Executive	
Date	March 2020	

END.