

Study Leave

Purpose

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

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 study 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.

Duration of Leave

On approval, the following leave applies:

- 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.

Roles and Responsibilities

Staff Member

Application of study leave should be made in writing to the Head of School / Unit specifying the dates and times of intended leave and the course of study being pursued.

Head of School / Unit

The application should be sent 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 leave.



Related Documentation

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

Contacts

Learning and Development, Human Resources

Policy Review

This policy will be reviewed as needed.

Version Control

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END.