

16.04 Study, Examination & Graduation Leave - General & ELC Staff

Overview

The University of New England encourages General and English Language Centre staff to undertake formal study programs to acquire skills or qualifications relevant to their current or potential employment within the University. It is hoped that staff will take advantage of the opportunity to study under the program for both their own personal benefit and that of the University.

Leave to attend examinations and graduation ceremonies is also available to staff as outlined below.

Study Leave is granted at the discretion of the University and subject to its operating needs.

Policy

Study Leave

Eligibility

- 16.04.01** All full time and part time staff members who have at least a current one year appointment or who have been employed for at least one year continuously (even if their current appointment is for a lesser period) are eligible to apply for Study Leave.
- 16.04.02** Part time staff will be entitled to Study Leave on a pro rata basis.
- 16.04.03** Fixed term staff will be entitled to Study Leave on a pro-rata basis (based on the length of their appointment as a fraction of the calendar year).
- 16.04.04** Casual staff, including students, are not entitled to Study Leave.

Approval of Study Leave

- 16.04.05** Leave may be approved if the program of study/training will lead to the attainment of skills or qualifications considered by the University to be relevant to the staff member's current or potential employment within the University, regardless of whether it is a first or subsequent qualification or for other reasons as mutually agreed between the Head of Unit and the staff member. This may also apply to the study of single units not leading to the attainment of a formal qualification.
- 16.04.06** For staff in administrative or general support positions, any first degree would normally be regarded as relevant. The research, writing and analytical skills gained and the increased understanding

of the nature of the academic environment benefit most general staff positions.

16.04.07 Study Leave may be granted for the following purposes:

attendance at compulsory lectures, tutorials, seminars where these are held during working hours in the internal mode, i.e. face-to-face;

attendance at compulsory residential schools where study is by external mode; and

library research and/or private study up to the limit of the study time allocation, during the period in which the staff member is enrolled in the unit.

16.04.08 Study Leave is not intended to cover brief, specific staff development activities whether conducted in-house or externally.

16.04.09 Study Leave is approved by the Head of School/Unit and is subject to the University and work area's operating requirements.

16.04.10 The Head of School/Unit will also be responsible for monitoring the amount of Study Leave taken when attending lectures/tutorials.

16.04.11 If there is disagreement over the non-approval of Study Leave, the final decision will be made by the Dean/Divisional Head.

16.04.12 If it is not possible to undertake the program of study within the approved Study Leave allowance, suitable arrangements may be negotiated between the staff member and their supervisor. Additional leave may be taken with an understanding that the hours will be made up by the staff member at a time suitable to the work area.

16.04.13 Details of academic results from the previous semester or year of enrolment must be provided in order that subsequent Study Leave applications can be considered.

16.04.14 Study Leave will not be granted for a repeat subject if such leave has previously been granted for that subject, except in exceptional circumstances, such as situations in which a staff member is forced to repeat a subject because of illness, compassionate grounds workload, etc.

16.04.15 Any costs associated with the course of Study will be met by the staff member unless the Head of Unit agrees in writing to fund part or all of the costs. Such assistance will only be provided where the course undertaken will add value to the University's operations, is within the budgetary guidelines and achieves specified departmental objectives.

Study Leave Entitlement

- 16.04.16** The maximum Study Leave each year will be 90 hours. (While this figure is based on 45 hours per semester, it can be distributed, as mutually agreed between the staff member and supervisor, in any combination over the teaching year).
- 16.04.17** Where staff are studying through summer schools or a trimester course structure, the total number of hours may be spread across the study periods, as long as the annual total does not exceed the maximum Study Leave limit.

Examination Leave

- 16.04.18** Staff members undertaking an approved course of study (see **16.04.5-6**) will be eligible for Examination Leave to attend required examinations.
- 16.04.19** Examinations offered by professional bodies for the obtaining of professional qualifications may also attract Examination Leave.
- 16.04.20** Half a day (for preparation) will be granted in addition to the actual examination period itself, i.e. leave granted will include the morning before an afternoon examination, or the afternoon preceding an evening or morning examination.

Graduation Leave

- 16.04.21** Staff members undertaking an approved course of study (see **16.04.5-6**) will be eligible for leave to attend their own graduation, on the following basis:
- Half a day's leave for a graduation ceremony at UNE held during normal working hours; or
 - One day's leave for graduations outside of Armidale, where the ceremony is held during normal working hours.
- 16.04.22** A staff member requiring additional leave in excess of the above will need to utilise some other appropriate leave entitlement.

Procedures

- 16.04.23** The staff member should discuss their intention to apply for study leave with their supervisor so that plans can be considered for maintaining normal services during the proposed absence for study leave.
- 16.04.24** The staff member should make a request for study leave on form **16.04a Application for Study Leave – General & ELC Staff**. In order that the supervisor can make an informed decision when determining study leave allocation (Part C) the staff member should

complete Part A and B of the form and be prepared to discuss with the supervisor such matters as how much leave would be appropriate and when it would be taken.

- 16.04.25** The Head of School/Unit is responsible for approving the request for study leave. The form should be submitted to the Head of School/Unit for approval prior to the study commencement date. The Head of School/Unit will take account of the operational requirements of the work area and the relevance of the proposed study when considering each leave request. The Organisational Development Unit may be consulted to provide advice on entitlements.
- 16.04.26** The Head of School/Unit is responsible for providing written notification to individuals regarding whether or not their request for study leave has been approved. In most instances it is sufficient to provide the staff member with a copy of the completed form.
- 16.04.27** A copy of the approved form, attachments and/or any subsequent variations to the approved leave, must be forwarded to the Organisational Development Unit for recording and filing.
- 16.04.28** A new request must be made for each semester/year.
- 16.04.29** The Head of School/Unit is responsible for monitoring the taking of study leave, as appropriate. **16.04b** *Study Leave Record - General & ELC Staff* should be used for the purpose of keeping a record of leave taken.
- 16.04.30** Applications for examination and/or graduation leave must be made on the Multipurpose Leave Form (13.01a), submitted to the supervisor for approval and forwarded to Human Resource Services for recording; or applied for on-line through the HR WebKiosk.
- 16.04.31** The leave must be applied for sufficiently in advance of the actual date/s to ensure that adequate consideration can be given to approval, and so that alternate working arrangements can be made where necessary.

Definitions

For the purpose of this policy the following terms apply:

Course is a program of Study which, if successfully completed, will satisfy the requirements for admission to a degree, award, associate diploma, diploma or certificate, eg Bachelor of Arts, Associate Diploma or Applied Science, Diploma of Education, Certificate of Electronics Technology, etc.

Unit is a component of a course of study for which Study Leave has been granted.

Further Information

Organisational Development Manager, ext. 2541

Organisational Development Officer, ext. 3431

Approved Vice-Chancellor: 25 May 2007
RMO Document No.: D03/361
Policy Review Date: 30 June 2008
Responsibility for review: Human Resource Services