

POLICY

2.8 STUDY LEAVE



Supporting Procedure:	N/A	
Other Related Documents:	Individual Contracts of Employment and Conditions of Service PHCC PHCC Leave Application	
Category:	Human Resources	
Type:	Operational	Dates:
Last Review By:	Jane O'Malley and Patricia Sutton	29/01/2019
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Approved By:	Chief Executive Officer	20/06/2019

Introduction

The Peel-Harvey Catchment Council (PHCC) is committed to the advancement, personal and professional development of its Employees. To the extent that resources permit, PHCC encourages higher education and training and will consider requests to assist staff in pursuing further and related qualifications.

This Policy applies to all permanent full-time and part-time Employees who have successfully completed their probationary period. Casual and volunteer workers are excluded from the provisions outlined in this document.

The purpose of this Policy is to outline the provisions for study leave, as well as the application and approval process for taking study leave.

Definitions

'Employee' means all paid employed persons in PHCC

'Study Leave' means study directly related to an individual's current role or an agreed future career progression, undertaken at a recognised institution

Policy Statement

1 Granting of Study Leave

- 1.1 The granting of Study Leave to Employees will be made on a case by case basis and the course of study must be directly related to the individual's current role or an agreed future career progression
- 1.2 Any request should be made in the first instance to the direct supervisor for consideration, with the final decision as to the extent of any support being determined by the Chief Executive Officer
- 1.3 With approval of the Chief Executive Officer, PHCC Employees will be entitled to paid study leave of up to three hours per week during semester, representing not more than 50% of total contact hours, plus a further two days per annum for exams

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- 1.4 Only courses from recognised institutions will be approved
- 1.5 All applications must be supported with a complete course study plan and therefore only one approval will be required for each course of study
- 1.6 Proof of enrolment and confirmation of total contact hours must be provided upon the granting of Study Leave
- 1.7 Ongoing support is contingent on satisfactory progress in the course of study and academic transcripts must be provided to your direct supervisor and retained on your personnel record
- 1.8 Where available, PHCC I.T. facilities may be utilised outside of normal working hours for personal study needs with the approval of your direct supervisor.

2 Responsibilities

- 2.1 It is the responsibility of Supervisors to adhere to the provisions of this Policy when considering applications for Study Leave and process all applications for Study Leave as soon as possible, but at a maximum of 10 working days of receipt of the request
- 2.2 It is the responsibility of the CEO to consider and approve, or otherwise, Study Leave requests as soon as possible, but at a maximum of 10 working days of the receipt of the recommendation of the Supervisor or direct employee
- 2.3 It is the responsibility of Employees to adhere to the provisions of this Policy when making an application for, and undertaking Study Leave, and initiate leave applications by completing and submitting the appropriate documentation, a minimum of 20 working days prior to the proposed start date of the Study Leave.