

Examination Leave Procedures

Section 1 - Preamble

(1) The University provides support for employees who wish to undertake formal study programs that are relevant to their current or planned work responsibilities and as part of this support, paid leave is available to enable employees to sit for examinations associated with approved courses of study.

(2) These procedures apply where employment is governed by the University's current [Enterprise Agreement](#). The provisions under other industrial instruments may differ.

Section 2 - Approval Authority

(3) The Head of Work Unit has the authority to approve examination leave for employees sitting examinations associated with approved courses of study, within the provisions of the Enterprise Agreement or appropriate industrial instrument, University Policies and Procedures.

(4) The Head of Work Unit may transfer their approval authority for examination leave to a manager/supervisor (at HEW5 level and above) within their work unit using a [Transfer of approval authority](#). The transfer will enable the manager/supervisor to approve examination leave within [MyHR](#) for employees reporting to them.

Section 3 - Definitions

(5) 'Formal Study Program' refers to a post-secondary course leading to the award of a recognised credential at or above the level of a certificate for the purpose of granting leave to attend an examination.

Section 4 - Eligibility and Conditions

Eligibility

(6) Academic employees may be eligible for examination leave providing their study program is approved by the relevant Executive Member. Professional employees with an appointment term of twelve months or more and six months continuous paid service who are undertaking an approved formal study program are eligible for examination leave.

(7) Casual employees are not eligible for examination leave.

(8) Where the examination is scheduled on an afternoon, examination leave is available for the time required to complete the examination and may also be granted for the morning before the examination. Likewise, for an evening examination, leave may also be granted on the afternoon before the examination. Where the examination is scheduled on a morning, examination leave will be limited to that necessary to complete the examination.

Conditions

Examination leave during other periods of leave

(9) Examination leave will not be granted when an employee is absent on a period of approved paid or unpaid leave.

Section 5 - Application and Approval Process

(10) Employees wishing to take examination leave should discuss their examination commitments with their supervisor, giving prior notice of the dates and times that they will be requiring examination leave.

(11) A leave application is completed in MyHR by the employee prior to the taking of examination leave and submitted to the supervisor together with the time and details of the examination the employee will be attending.

(12) When the leave has been approved, the employee will receive an automatically generated confirmation email.

(13) Professional employees are required to reflect the period of their leave on their attendance record.

(14) Where applicable, payment of allowances will cease during the period of leave.

Section 6 - Links and Forms

[SCU Enterprise Agreement](#)

[Apply for leave - MyHR](#)

[Supervisor's guide to leave](#)

[Transfer of approval authority](#)

Status and Details

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Head of Work Unit	Kath Drew Director, Human Resources
Enquiries Contact	HR Services