

# 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.

(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](#).

## 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.

## Section 4 - Eligibility and Conditions

### Eligibility

(6) Academic employees may be eligible for examination leave providing their study program is approved.

(7) Professional employees with an appointment term of twelve months or more who are undertaking an approved formal study program are eligible for examination leave.

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

(9) 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

(10) 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

(11) 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.

(12) A leave application is completed in [MyHR](#).

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

## Section 6 - Links and Forms

[Enterprise Agreement](#)

[Apply for leave - MyHR](#)

[MyHR leave](#)

[MyHR for supervisors](#)

[Supervisor's guide to leave](#)

[Transfer of approval authority](#)

[Study Assistance Policy](#)

[Study Assistance Procedures](#)

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	5th February 2018
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<b>Head of Work Unit</b>	Kath Drew Director, Human Resources
<b>Enquiries Contact</b>	HR Services