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 employee's supervisor has the authority to approve examination leave, subject to the availability of entitlement, within the provisions of the Enterprise Agreement or appropriate industrial instrument, University Policies and Procedures.

Section 3 - Definitions

(4) '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

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

(6) Professional employees with an appointment term of twelve months or more 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.

(12) 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

Study Assistance Procedures

Status and Details

Status	Current
Effective Date	23rd January 2023
Review Date	25th February 2029
Approval Authority	Director, Human Resources
Approval Date	20th January 2023
Expiry Date	Not Applicable
Responsible Executive	Kim Franks Vice President (People and Culture)
Head of Work Unit	Kath Drew Director, Human Resources
Enquiries Contact	HR Services

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