

# Study Time for Professional Employees Policy

## Section 1 - Definitions

(1) For the purpose of this Policy:

- a. 'eligible employee' - refers to a full-time, part-time or fixed-term professional employee with an appointment term of twelve months or more and six months continuous paid service with the University at the time of application; and
- b. 'formal study program' - refers to a post-secondary course leading to the award of a recognised qualification at or above the level of a certificate.

## Section 2 - Policy Statement

### Part A - Policy Declaration

(2) This Policy defines the conditions and arrangements under which a professional employee may be granted paid study time to help them meet their study obligations.

### Part B - Policy Description

#### Objectives

(3) The University encourages employees to engage in formal study programs that are relevant to their current or planned work responsibilities and provides study time to eligible professional employees to enable them to attend classes, residential schools or undertake other study-related activities.

#### Scope

(4) This Policy applies to eligible employees where the relevant Executive Member has recognised their study program as an approved course of formal study relevant to their current or future employment with the University.

(5) Eligible employees with part-time or fractional fixed-term appointments are eligible for a pro-rata entitlement of the benefits available to full-time employees.

(6) This Policy does not apply to casual professional employees.

(7) This Policy does not apply if an employee's current appointment is due to conclude before the last day of the semester/trimester.

### Part C - Content and Implementation

(8) An eligible employee undertaking an approved course of formal study may be granted up to a maximum of 60 hours paid study time per semester/trimester based on 30 hours per unit of study.

(9) Under normal circumstances, study time will only be granted for a first attempt at a unit of study. However, in extenuating circumstances, the relevant Executive Member and the Director, Human Resources will jointly consider an application for paid study time for a subsequent attempt on its merits.

(10) Study time is a privilege, not a right, and while the study commitments and wishes of the employee will be considered, time off is always subject to the operational needs of the University. Arrangements for taking study time must be negotiated between the employee and their supervisor and agreed to prior to taking study time.

### **Leave to Attend Examinations**

(11) Eligible staff enrolled in a formal study program may also be granted paid [leave to attend examinations](#). 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 be granted on the afternoon before the examination.

(12) Where the examination is scheduled on a morning, examination leave will be limited to the time necessary to complete the examination.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	13th August 2012
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<b>Head of Work Unit</b>	Kath Drew Director, Human Resources
<b>Enquiries Contact</b>	HR Services