Leave - Education Leave Procedure

Section 1 - Purpose

(1) The purpose of this Procedure is to detail the steps and responsibilities associated with accessing entitlements for study time, examination leave, graduation ceremony leave and English language training.

Scope

(2) This Procedure requires actions by the following:

a. Executive Dean / Head of Office;
b. Human Resources Officer;
c. Staff member; and
d. Supervisor.

Section 2 - Policy

(3) Refer to Leave - Education Leave Policy.

Section 3 - Procedures

Responsibilities and Required Actions

Obtain Education Leave

Staff Member

Apply for Course of Study or English Language Training

(4) Discuss your study plans for a course of study or English language training with your supervisor or other authorised person as soon as practicable.

(5) Provide sufficient information regarding the course or training to enable your supervisor to determine approval. This is to include:

a. the skill or qualification to be attained;
b. how you will apply the skill or qualification to your current or potential employment at the University;
c. how the skill or qualification may benefit the work unit or University;
d. the estimated duration of the course or training;
e. the estimated study time required; and
f. other information that may be requested by your supervisor.

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Apply for Education Leave

(6) Provide reasonable notice to your supervisor of your request for such leave.

(7) Apply for study leave or English language training leave by completing the Application for Study Time Form and submitting it, with supporting documentation, to your supervisor or authorised delegate.

(8) Apply for examinations or graduation leave by using HR Online.

Supervisor

Review Application

(9) Review the education leave application form to ensure accuracy and consistency with University policy.

(10) In consultation with the staff member, address and resolve any problems identified in the application.

(11) Submit the application to the Executive Dean / Head of Office for approval.

Executive Dean / Head of Office

Approve Application

(12) Review the education leave application to ensure accuracy and consistency with University policy.

(13) Refer any problems identified to the staff member's supervisor for resolution in consultation with the staff member.

(14) Approve and submit the application to Human Resources (HR).

Human Resources Officer

Process Approval

(15) Review the application to ensure accuracy and consistency with University policy.

(16) Refer any problems identified with the application to the supervisor for resolution in consultation with the staff member.

(17) Process the education leave application and maintain records for reporting and compliance purposes.

Section 4 - Guidelines

(18) Nil.

Section 5 - Definitions

(19) Commonly defined terms are located in the University Glossary.

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Responsible Executive	Eric Knight Deputy Vice-Chancellor (People and Operations)
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