SERVICES AND RESOURCES / DEPUTY VICE-CHANCELLOR AND VICE-PRESIDENT (ACADEMIC)
HUMAN RESOURCES/ CENTRE FOR LEARNING AND PROFESSIONAL DEVELOPMENT

THE UNIVERSITY OF ADELAIDE AUSTRALIA

STAFF DEVELOPMENT TIME OFF FOR STUDY FOR GENERAL STAFF POLICY

Authorised By:	The Vice-Chancellor and President	Date Authorised: 10/08/2005
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Related Documents:	Staff Development Policy Staff Planning and Development Review	
Implementation & Review:	Coordinator, Organisational and Professional Development	
Superseded Documents:	Time off for Study Purposes Higher Degree Studies Policy	

Any person who requires assistance in understanding any aspect of this document should contact the Coordinator, Organisational and Professional Development on 36032

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1. OVERVIEW

As an employer the University of Adelaide supports General Staff in their efforts to gain further expertise which:

- increases their employment related skills;
- enhances their professional and/or technical standing;
- builds flexibility and leadership capability; and
- aligns with current and strategic planning.

The University of Adelaide is also a provider of academic programs of study, and in common with other training providers has entry requirements that are the subject of separate student enrolment policies. General Staff should consult the enrolment policies of the relevant institution to determine eligibility criteria for specific study programs.

2. SCOPE

This Policy should be read in conjunction with the Staff Development Policy and applies to all full-time and part-time General Staff employed by the University but excludes casual staff.

The Policy covers time off from work, with or without pay, granted to members of General Staff to undertake approved development studies for which they have been accepted.

Time off work for study is not a right but may be granted to General Staff to undertake approved study activities relevant to their employment with the University. Members of General Staff are encouraged to keep their Manager informed of their involvement in all development programs as a matter of mutual interest.

3. DEFINITIONS

Manager refers to the Head of Unit, Head of Branch or the Head of School, organisational unit or equivalent, or any approved delegate thereof.

Normal working hours for any General Staff employee means the hours of duty specified for the General Staff classification in the current enterprise bargaining agreement.

Made up refers to work time that is paid back or returned the University by a member of General Staff who has been absent during normal working hours without loss of pay whilst attending a study program.

Study refers to formal lectures, tutorials, assessments and other related activities required of students enrolled in courses conducted by institutions of higher education, registered training organisations and other training providers.

4. POLICY

4.1 Time Off Work For Study

4.1.1 General Staff are not obliged to seek the University's approval for enrolment in studies that require no time off of work or any other University support.

4.1.2 University approval is conditional on members of General Staff maintaining satisfactory performance with respect to both their employment and study commitments.

4.1.3 Time off work to pursue general education or courses unrelated to employment may be granted to General Staff in circumstances where, in addition to the provisions of 4.1.2:

- University work requirements are met;
- the time taken is without pay, or at the discretion of the Head of School is made up by the employee at a time agreed with the University.

4.1.4 Time off work for study will only be granted for study, which has been planned and approved in accordance with the Staff Development Policy.

4.2 Time Off Work With Pay

4.2.1 Full-time General Staff are eligible for up to a maximum of five (5) hours per week with pay inclusive of necessary travel time to attend study that is:

- required to fulfil immediate work objectives and obligations;
- relevant to current and immediate work role;
- relevant to long term work/career goals;
- not available outside normal working hours.

Part time General Staff are eligible for pro-rata hours.

4.2.2 General Staff who are granted time off with pay will contribute equivalent time of their own to their studies.

4.2.3 Hours in excess of the maximum (Refer: 4.2.1) will be without pay or made up as agreed between the General Staff member and the University.

4.2.4 In accordance with the Staff Development Policy, approval of time off is delegated to Unit managers.

4.3 Right of Appeal

General Staff have the right of appeal to the Vice-President (Services and Resources) about their manager's decision with respect to time off.

Where the appeal is by a member staff who directly reports to the Vice-President (Services and Resources), the General Manager, Human Resources will arrange for an appropriate senior manager to consider the appeal.

5. RESPONSIBILITIES

Unit/Manager	• Approval of time off with or without pay.
Vice-President (Services and Resources)	• Determine appeals against management decisions with respect to time off.
General Manager, Human Resources	• Arrange for appeals from the VP(S&R) direct reports to be considered by an appropriate senior manager.
General Staff	• Plan study through the Staff Planning and Development Review process. • Apply for time off in accordance with this policy.

6. COMMUNICATION

The linked Guidelines provide practical assistance in the implementation of this Policy. Alternative approaches, which can be justified against the policy, may be used where there is demonstrated value to the University and fairness to staff.