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 GUIDELINES

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Superseded Documents:	Time off for Study Purposes Higher Degree Studies Policy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. INTRODUCTION

These Guidelines provide practical assistance in the implementation of the linked Policy entitled Staff Development Time Off for Study for General Staff 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.

2. GUIDELINES

2.1 Approved Courses/Subjects

Courses or programs for which time off with pay may be granted are those identified through the staff development review process that are:

- required to fulfil immediate work objectives and obligations;
- relevant to current and immediate work role;
- relevant to long term work/career goals.

Approved courses/programs include any certificate, diploma or degree courses, or programs (including Higher Degrees) conducted in South Australia by the Department of Technical and Further Education or a University, or any courses or programs pre-requisite to the above.

2.2 Application and Approval – General

2.2.1 Formal application for requesting all time off for study, regardless of whether it is with or without pay, must be made prior to the commencement of any course or program (using the Application for Time Off for Study) and should be agreed to as part of the Staff Planning and Development Review process. Approval for subsequent enrolments in the course/program, or for variations of the terms of the original approval must also be sought from the manager using the same form.

2.2.2 Mandatory residential course work for a correspondence course approved by the University, may also qualify for time off with pay up to four (4) weeks per year. Time off is subject to the approval of the Vice-President (Services and Resources).

2.2.3 Computer based *e-learning* programs may also qualify for time off with pay, up to a maximum of five (5) hours per week.

2.2.4 The University has an expectation that General Staff granted time off with pay will contribute equivalent time of their own to their studies.

2.2.5 Initial and subsequent University approval of time off with pay is conditional upon the employee sustaining satisfactory work performance and study progress.

2.2.6 A record of the application and results of study should be attached to the applicant's personnel file.

2.3 Progress Review

2.3.1 A General Staff member, who is granted time off with pay under this scheme, shall at the end of each academic year or at the completion of the course/program, provide the Head of School/Administrative Unit and with their results as evidence of their study progress.

2.3.2 If the staff member fails the course or program, they will not usually be given time off with pay to repeat the course or undertake a subject, except as allowed below.

2.3.3 If it can be shown that a failure is substantially due to exceptional circumstances beyond the staff member's control, the staff member may apply to be granted further time off with pay to enable them to:

- sit for a supplementary examination in the subject; or
- repeat that subject; or
- undertake a course of study in a substitute subject.

2.4 Cancellation of Approval

The Manager that granted approval for time off with pay for study, may at any time withdraw it if satisfied that:

- the staff member has, without reasonable cause, failed to attend lectures/practical classes/tutorials or to meet any other requirement of the course or program being undertaken; or,
- the reasonable working requirements of the School/Administrative Unit will not be met if the staff member is absent from duty during normal working hours. Any HECS or similar debt should be reimbursed by the Unit.

2.5 Subsequent Approval

2.5.1 Except as provided below, once a staff member has been granted initial approval for time off with pay to undertake a course or program, approval in subsequent years of the course must be confirmed by their Manager using the Application for Time Off for Study.

2.5.2 A staff member who has been granted time off and who wishes to alter the study approved in their initial application, shall complete the Application for

Time Off for Study detailing the change and seek further approval through the Manager.

2.6 Time Off Without Pay Or To Be Made Up

2.6.1 A staff member who wishes to apply for time off for study related to personal interest/development shall complete the Application for Time Off for Study.

2.6.2 Time off for personal interest/development may be granted by a Unit senior manager subject to the following conditions:

- time off will only be approved when the Unit's working requirements will allow;
- the time off shall be without pay or, at the discretion of the Unit, to be made up by the staff member at a time mutually convenient to the employee and the School/Administrative Unit.

2.7 Study Tours, Conferences and Advanced or Refresher Courses

2.7.1 For study tours, conferences and advanced or refresher courses relevant to a staff member's employment, the University will consider an application for special leave with pay and where appropriate a contribution towards travel and maintenance expenses may be given.