

Time Off For Study – Summary Table			
Study Type	Paid time off available: Approved course of study	Unpaid time off available: Study unrelated to employment	Comments
Weekly Time Off			
Regular Attendance Lectures, tutorials, practicals, workshops, seminars and other related activities (including assessments, examinations and graduations)	A maximum of 5 hours' time off for study per week (pro-rata), inclusive of necessary travel time. Hours in excess of the paid maximum will be unpaid leave or made up by the staff member at a time agreed with their supervisor.	At the discretion of the relevant supervisor and is unpaid or made up by the staff member at a time agreed with their supervisor.	Must not be taken in conjunction with other forms of time off for study. Refer to Notes section below for conditions.
Block (intensive) attendance Lectures, tutorials, practicals, workshops, seminars and other related activities (including assessments and examinations)	A maximum of 16 days' time off in any one year of study (pro-rata). Hours in excess of the paid maximum will be unpaid leave or made up by the staff member at a time agreed with their supervisor.	At the discretion of the relevant supervisor, and is either unpaid or made up by the staff member at a time agreed with their supervisor.	Must not be taken in conjunction with other forms of time off for study. Refer to Notes section below for conditions.
Online and Distance Education			
Online lectures, tutorials and other related activities (including assessments and examinations)	A maximum of 16 days' time off in any one year for study per annum (pro-rata). Hours in excess of the paid maximum will be unpaid leave or made up by the staff member at a time agreed with their supervisor.	At the discretion of the relevant supervisor, and is either unpaid or made up by the staff member at a time agreed with their supervisor.	Must not be taken in conjunction with other forms of time off for study. Refer to Notes section below for conditions.
Mandatory residential component	A maximum of 4 weeks' time off in any one year for study per annum (pro-rata). Subject to evidence of the requirement to attend the mandatory residential component and approval from their supervisor.	No unpaid time off for study available. Staff may use other approved leave entitlements. Refer to the University of Adelaide Enterprise Agreement.	Must not be taken in conjunction with other forms of time off for study.
Conditions	<ol style="list-style-type: none"> 1. Time off for study does not accrue. 2. Time off for study is not available during the semester vacation period for the course/program involved. 3. Time off for study may be taken in conjunction with approved paid/unpaid leave entitlements. Refer to the University of Adelaide Enterprise Agreement (as amended). 4. Supervisors should liaise with the Head of School/ Branch or HR Advisor if they are concerned that a time off for study arrangement may impact on the operational needs of the work area. 5. Unpaid leave should be lodged for approval by the staff member in SSO and approved by the relevant Area Manager. 6. Time off for study must not impact on the operational needs of the work area. 7. Paid time off for staff who study part time may be negotiated between the staff member and their supervisor and will be commensurate to study load. 8. Pro-rata time off for study is calculated proportionate to the staff member's employment fraction. E.g. A part time staff member whose employment fraction is 0.8 FTE and participates in online or distance education would be eligible to apply for a maximum of 12.8 days per annum (16 days x 0.8 = 12.8 days per annum). 		