



TIME OFF FOR STUDY PROCEDURE (PROFESSIONAL STAFF)

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1. OVERVIEW

The University of Adelaide is committed to supporting the development of professional staff to achieve their personal career goals, as well as the University's strategic and operational objectives in line with the University's Strategic Plan and [University of Adelaide Enterprise Agreement 2023-2025](#).

Under the [Staff Development, Performance and Promotions Policy](#), staff are encouraged to build employment-related skills, enhance their professional/technical standing, and build leadership capability. This procedure prescribes the circumstances under which professional staff may apply for and be approved to take time off for study. It also provides a consistent approach for supervisors and area managers in considering and either approving or declining applications.

Alternative approaches to this procedure may be used where there is demonstrated value to the University, fairness to staff, and the approach has been approved by the appropriate delegated authority.

2. SCOPE AND APPLICATION

All full-time, part-time, continuing and fixed-term professional staff who have completed their probation period are eligible to apply for time off for study.

Time off for study applications must relate to an approved course of study which the staff member is not able to attend outside of their ordinary hours of work that is relevant to the staff member's position and/or aspirational study that is aligned to their career goals as identified in their Planning Development and Review (PDR).

Staff Development, Performance and Promotions Handbook	Time off for Study Procedure	Effective Date:	03 September 2024	Version 1.0
Authorised by	Chief Operating Officer	Review Date:	02 September 2027	Page 1 of 5

An application from an eligible professional staff member to undertake study that is unrelated to their employment may be considered, but any approved time off would be unpaid.

For the purpose of this procedure, study means lectures, tutorials, practicals, workshops, seminars including assessments, examinations, and graduation ceremonies required of students enrolled in face-to-face, online, or distance courses or programs that are delivered by an institution of higher education including universities, TAFE colleges or registered training organisations.

3. PRINCIPLES

Time off for study is provided to an eligible professional staff member for the sole purpose of attending an approved course of study or related activities including assessments, examinations, and graduation ceremonies, that is consistent with this procedure and the arrangements set out in the [Time Off for Study Summary Table](#).

An approved course of study is a course/program of study that:

- Is relevant to the staff member's current employment excluding any mandatory licensing requirements
- Aligns with the staff member's career planning discussion in PDR
- Leads to, or is part of, a recognised qualification or accredited course from an institution of higher education including universities, TAFE colleges or registered training organisations
- Is usually not available outside ordinary hours of work.

Approved courses include any certificate, diploma, or degree courses, or programs including higher degrees by an institution of higher education including universities, TAFE colleges or registered training organisations.

Time off for study is not available during the term/semester vacation period for the course or program involved. Time off for study is not an entitlement and it does not accrue. It may be taken in conjunction with approved paid/unpaid leave entitlements as outlined in the [University of Adelaide Enterprise Agreement](#).

Staff are expected to discuss their interest in undertaking a course of study and eligibility for time off for study prior to committing to a course of study. This discussion should occur as far in advance as possible to assist with work planning, and may occur as part of the annual [Planning, Development and Review](#) (PDR) process.

Initial and subsequent approvals of time off for study will be dependent on the:

- staff member maintaining a satisfactory standard of work performance in accordance with the classification standards and their position description
- staff member not being subject to any finding of misconduct or serious misconduct
- staff member making satisfactory progress in their course of study
- arrangement being in line with the operational needs of the relevant work area.

Time off for study will be reviewed on an annual basis, including any variations on the [Time off for Study Application Form](#).

Time off for study may be pro-rated for part time staff.

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.

A residential component may provide the opportunity for distance education students to attend lectures, tutorials, practicals, or seminars on campus. Attendance may be compulsory or non-compulsory.

4. PROCEDURES

4.1 Staff Member Responsibilities

Eligible staff are to complete a [Time Off for Study Application Form](#) detailing the time required to fulfil their study requirements and provide a completed copy of the application form to their supervisor for consideration.

The time off requested must be consistent with the arrangements set out in the [Time Off for Study Summary Table](#) and will not usually be approved more than 12 months in advance.

Sufficient time must be allowed prior to the commencement of the course to assist with work planning for the relevant work area and approval.

Time off for study and any subsequent variations to the original arrangement must be approved prior to the commencement of any course/program.

The staff member is required to notify their supervisor if they discontinue or withdraw from a course of study for which they are receiving time off work.

4.2 Supervisor Responsibilities

The supervisor will consider the application ensuring it is consistent with the arrangements set out in the [Time Off for Study Summary Table](#), operational needs of the work area and potential impact of the leave.

If the arrangement is likely to negatively impact the work area, the supervisor will seek advice from the Head of School/Branch or their [HR Advisor](#) prior to approving or declining a time off for study request.

The supervisor will formally advise the staff member that their application is approved or declined. If declined, they will provide the staff member with a reason in writing.

4.3 Continuation of time-off for study and monitoring progress

The staff member is required to provide their supervisor with a progress update at the conclusion of each period of approved study leave or in PDR discussions.

The supervisor may request evidence of study progress and/or successful completion at the end of each academic year, or at the completion of a course/program.

A new application is required where the study is continuing for a further period, noting any variations of the original terms of approval.

4.4 Withdrawal from study

The staff member is required to notify their supervisor if they discontinue or withdraw from a course of study for which they are receiving time off work and the time off for study will be cancelled.

4.5 Cancellation of approved time-off for study

A time off for study agreement may be cancelled by the supervisor at any time on the following grounds:

- If the staff member has failed to attend lectures/practical classes/tutorials or to meet any other requirement of the course or program being undertaken without reasonable cause
- The operational needs of the work area can no longer be met if a staff member is absent from duty during their ordinary hours of work and an alternate solution cannot be reached.

The supervisor should exercise reasonable judgement so that the staff member is not financially disadvantaged and where necessary seek advice from their Head of School/Branch or their [HR Advisor](#).

The staff member must be notified in writing of the cancellation as soon as practical.

Other than in exceptional circumstances, for example if the staff member can clearly show that the reason(s) for failing a course/program at the first attempt were beyond the staff member's control, additional paid time off will not be approved to sit for a supplementary examination, repeat the subject or undertake an alternate course of study.

4.6 Right of Appeal

A staff member may appeal a decision made by their supervisor in respect of this procedure by lodging a request in writing to their Head of School/Branch or Area Manager if the supervisor is the Head of School/Branch.

The Head of School/Branch or Area Manager will determine if the criteria used to consider an application for time off for study were fair and objective and will advise the staff member in writing that the application is:

- Approved subject to any specific conditions; or
- Declined and provide an explanation of the grounds for doing so.

5. DEFINITIONS

Area Manager means a Deputy Vice-Chancellor, Vice President, Pro Vice-Chancellor, Executive Dean, Executive Director Human Resources, and an Institute Director.

Ordinary hours of work means the ordinary hours of work specified for professional staff members in the University of Adelaide Enterprise Agreement.

6. USEFUL INFORMATION AND RESOURCES

University related documents and policies

[Staff Development, Performance and Promotions Policy](#)

[The University of Adelaide Enterprise Agreement 2023-2025](#)

[Time off for Study Summary Table](#)

[Time off for Study Application Form \(Professional Staff\)](#)

7. USEFUL LINKS

[HR Advisory](#)

[Learning and Development website](#)

[PDR website](#)