



## TIME OFF FOR STUDY PROCEDURE (PROFESSIONAL STAFF)

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### TIME OFF FOR STUDY LEAVE 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 \(as amended\)](#).

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

- 2.1 All full-time and part-time, continuing and fixed-term professional staff who have completed their probation period are eligible to apply for time off for study.
- 2.2 Time off for study applications are usually expected to relate to an approved course of study 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

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(PDR), and for which the staff member is not able to attend outside of their ordinary hours of work.

- 2.3** 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.

### 3. PRINCIPLES

- 3.1** Staff are expected to discuss their interest in undertaking a course of study and eligibility for time off for study, with their supervisor, prior to committing to a course of study.
- 3.2** 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.
- 3.3** Initial and subsequent approvals of time off for study will be dependent on:
- 3.3.1 The staff member maintaining a satisfactory standard of work performance in accordance with the classification standards and their position description;
  - 3.3.2 The staff member not being subject to any finding of misconduct or serious misconduct;
  - 3.3.3 The staff member making satisfactory progress in their course of study;
  - 3.3.4 The arrangement being in-line with the operational needs of the relevant work area.
- 3.4** Time off for study will be reviewed on an annual basis, including any variations, on the Time off for Study Application Form.
- 3.5** Time off for study may be pro-rated for part time staff.

### 4. PROCEDURES

#### 4.1 Staff Member Responsibilities

- 4.1.1 Eligible staff complete a [Time Off for Study Application Form](#) detailing the time required to fulfil their study requirements. A completed copy of the application is provided to their supervisor for consideration.
- 4.1.2 The time off requested must be consistent with the arrangements set out in the [Time Off for Study Summary Table](#).
- 4.1.3 Sufficient time must be allowed prior to the commencement of the course, to assist with work planning for the relevant work area and approval.
- 4.1.4 Time off for study will not usually be approved more than 12 months in advance.
- 4.1.5 Time off for study (and any subsequent variations to the original arrangement) must be approved prior to the commencement of any course/program.

#### 4.2 Supervisor Responsibilities

- 4.2.1 Give consideration to the application ensuring that 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.

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- 4.2.2 If the arrangement is likely to negatively impact the work area, seek advice from the Head of School/Branch or HR Advisor prior to approving/declining a request for time off for study;
- 4.2.3 Formally advise the staff member that the application is approved or declined. If declined, provide the staff member with a written explanation for declining the request;
- 4.2.4 Ensure a copy of the application form is retained with the staff member's PDR documentation.

### 4.3 Continuation of time-off for study and monitoring progress

- 4.3.1 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.
- 4.3.2 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.
- 4.3.3 Where the study is continuing for a further period, a new application is required, noting any variations of the terms of the original approval.

### 4.4 Withdrawal from study

- 4.4.1 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.

### 4.5 Cancellation of approved time-off for study

- 4.5.1 A time off for study agreement may be cancelled by the supervisor at any time on the following grounds:
  - 4.5.1.1 If 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
  - 4.5.1.2 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;
  - 4.5.1.2 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.
- 4.5.2 The staff member must be notified in writing of the cancellation, providing adequate notice of the cancellation. A copy of the correspondence should be filed with the staff member's PDR documentation.
- 4.5.3 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

- 4.6.1 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).

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4.6.2 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 (refer to clause 3.2) and will advise the staff member in writing that the application is:

4.6.2.1 Approved subject to any specific conditions; or

4.6.2.2 Declined and provide an explanation of the grounds for doing so.

## 5. DEFINITIONS

**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 and TAFE colleges) or a registered training organisation; and
- 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 and TAFE colleges) or a registered training organisation.

**Area Manager:** Deputy Vice-Chancellors, Vice-Presidents, Pro Vice-Chancellors, Executive Deans, Director Human Resources, Chief Executive of External Relations (and a person acting in these positions) and Institute Directors. [[University of Adelaide Enterprise Agreement \(as amended\)](#)]

**Ordinary Hours of Work:** The ordinary hours of work specified for professional staff members in the University of Adelaide Enterprise Agreement (as amended).

**Residential Component:** The opportunity for distance education students to attend lectures, tutorials, practicals or seminars on campus. Attendance may be compulsory or non-compulsory.

**Study:** 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 and TAFE colleges) or a registered training organisation.

**Study Tours, Conferences and Advanced or Refresher Courses:** 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.

**Supervisor:** the person who is responsible for the day-to-day supervision of a staff member as nominated by the University.

**Time Off for Study:** Time off 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](#).

Time off for study is not available during the term/semester vacation period for the course/program involved. Time off for study is not an entitlement and it does not accrue. Time

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off for study may be taken in conjunction with approved paid/unpaid leave entitlements as outlined in the University of Adelaide Enterprise Agreement (as amended).

## 6. USEFUL INFORMATION AND RESOURCES

### University related documents and policies

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

[The University of Adelaide Enterprise Agreement \(as amended\)](#)

[Time off for Study Summary Table](#)

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

## 7. USEFUL WEB-LINKS

[HR Advisory Contacts](#)

[Learning and Development web-page](#)

[PDR web-page](#)

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