

Time Off for Study Procedure (Professional Staff)

IMPLEMENTATION

Aim

The University of Adelaide encourages professional staff to build their employment-related skills, enhance their professional/technical standing and build leadership capability to align with the University's strategic and operational requirements.

The aim of this procedure is to clarify time off for study as it applies to eligible professional staff in line with the requirements of the [Staff Development, Performance and Promotions Policy](#).

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.

1 Objectives

- 1.1 To prescribe the process that eligible professional staff must follow to apply for time off for study.
- 1.2 To ensure that time off for study approvals are consistent with the arrangements set out in the [Time Off for Study Summary Table](#) (Appendix A).

2 Scope

2.1 Inclusions

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 Exclusions

This procedure does not apply to:

- professional staff enrolling in a course/program of study that requires no time off work or any other University support;
- casual staff;
- academic staff.

Staff Development, Performance and Promotions Handbook	Time Off for Study Procedure	Effective Date: 6 March 2018	6 October 2015	Version 1.1
Authorised by	Chief Operating Officer	Review Date:	6 October 2018	Page 1 of 8
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

3 Process: Apply for time off for study

Person Responsible		Actions
3.1	Staff Member	<p>a) Discuss your eligibility and proposed application with your supervisor as far in advance as possible to assist them with work planning for the relevant work area. This discussion will normally happen as part of the annual Planning, Development and Review (PDR) process.</p> <p>Note: Time off for study applications are usually expected to relate to an approved course of study that is not available outside of the ordinary hours of work. An application from an eligible professional staff member to undertake study that is unrelated to their employment may also be considered, but any time off approved will be unpaid as set out in the Time Off for Study Summary Table (Appendix A).</p> <p>b) Complete a Time Off for Study Application Form (Appendix B) and submit it to your supervisor for consideration. The time off requested must be consistent with the arrangements set out in Time Off for Study Summary Table (Appendix A). Time off for study will not usually be approved more than 12 months in advance.</p> <p>Note: Time off for study (and any subsequent variations to the original terms) must be approved <i>prior</i> to the commencement of any course/program.</p>
3.2	Supervisor	<p>a) Consider a Time Off for Study Application Form and ensure the time off sought is consistent with the arrangements set out in the Time Off for Study Summary Table (Appendix A). Time off for study will not usually be approved more than 12 months in advance.</p> <p>b) Liaise with the Head of School/Branch prior to approving/declining, where a request for time off for study may impact on the operational needs of the work area.</p> <p>c) Approve/decline a Time Off for Study Application.</p> <p>Note: Initial and subsequent approvals of time off for study will be dependent on:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the staff member maintaining satisfactory performance with respect to their employment; <input type="checkbox"/> making satisfactory progress in their studies; and <input type="checkbox"/> the operational needs of the relevant work area. <p>d) Formally advise a staff member that the application is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> approved subject to any specific conditions; or <input type="checkbox"/> declined and provide an explanation of the grounds for doing so. <p>e) Ensure the Time Off for Study Application Form is filed with the staff member's PDR documentation.</p>

4 Process: Continuation of time off for study and monitoring progress

Person Responsible		Actions
4.1	Staff Member	<ul style="list-style-type: none"> a) Provide your supervisor with a copy of your grades as evidence of your study progress at the end of each academic year, or at the completion of a course/program. b) Complete a Time Off for Study Application Form on an annual basis for consideration and for any variations of the terms of the original approval.
4.2	Supervisor	<ul style="list-style-type: none"> a) Monitor and review the staff member's progress through the annual PDR process or as necessary. b) Consider time off for study on an annual basis, including any variations, on the Time off for Study Application Form.

5 Process: Withdrawal from study

Person Responsible		Actions
5.1	Staff Member	<ul style="list-style-type: none"> a) Advise your supervisor in a timely manner if you discontinue or withdraw from a subject/unit and/or course.

6 Process: Cancel approved time off for study

Person Responsible		Actions
6.1	Supervisor	<ul style="list-style-type: none"> a) Formally cancel approved time off for study in writing on the following grounds. <ul style="list-style-type: none"> <input type="checkbox"/> A 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 <input type="checkbox"/> The operational needs of the work area can no longer be met if a staff member is absent from duty during the ordinary hours of work. Exercise reasonable judgement so that the staff member is not financially disadvantaged. <p>Other than in exceptional circumstances (for example, if the staff member can <i>clearly</i> show that the reasons for failing a course/program at first attempt were beyond their control) additional paid time off will not be approved to sit for a supplementary examination, repeat the subject or undertake a course of study in a substitute subject.</p> b) Ensure that the relevant correspondence is filed with the staff member's PDR documentation.

7 Process: Right of appeal

Person Responsible		Actions
7.1	Staff Member	<p>a) Appeal to the relevant Head of School or Branch with respect to your supervisor's decision about a Time Off for Study Application.</p> <p>b) Refer the appeal to the relevant Area Manager for consideration where your supervisor is a Head of School/Branch.</p> <p>Note – Advice is available through Human Resources Branch, extension 31111.</p>
7.2	Head of School/Branch or Area Manager (if applicable)	<p>a) Determine if the criteria used to consider a Time Off for Study Application were fair and objective (refer to 3.2 (c)).</p> <p>b) Formally advise a staff member that the application is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> approved subject to any specific conditions; or <input type="checkbox"/> declined and provide an explanation of the grounds for doing so.

8 Definitions

Approved course of study

A course of study that:

- Is relevant to the staff member's current employment (excluding any mandatory licencing requirements); and
- Aligns with the staff member's career planning discussion in PDR; and
- 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/programs 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 means

Provost and 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 \(as amended\)\]](#)

Eligible Professional Staff Member

Full-time and part-time continuing and fixed-term professional staff that have completed their probation period. Part-time staff are eligible for pro-rata hours.

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.

Continued

Staff Development, Performance and Promotions Handbook	Time Off for Study Procedure	Effective Date:	6 March 2018	Version 1.1
Authorised by	Chief Operating Officer	Review Date:	6 October 2018	Page 4 of 8
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

8 Definitions (Continued)

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

Supervisor means 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 that is consistent with the arrangements set out in the [Time Off for Study Summary Table](#) (Appendix A) and for the sole purpose of attending an approved course of study (or related activities including assessments, examinations and graduation ceremonies).

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 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).

9 Useful information and resources

9.1	University related documents and Policies Staff Development, Performance and Promotions Policy The University of Adelaide Enterprise Agreement (as amended)
9.2	Related Legislation Not applicable
9.3	Useful Web-links Human Resources Performance and Development

Appendix A: 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. Refer to Notes section below for conditions.
Notes	<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. Liaise with the Head of School/ Branch to consider if the request for study leave may impact on the operational needs of the work area. 5. Unpaid leave is lodged for approval by the staff member in SSO and approved by the relevant Area Manager. 6. Time off for study will not impact on the operational needs of the work area. 		

TIME OFF FOR STUDY (PROFESSIONAL STAFF) APPLICATION FORM				
This form must be completed by a professional staff member to apply for time off for study or to amend approved time off for study. Refer to the Time Off for Study Procedure (Professional Staff) for further information.				
STAFF MEMBER DETAILS (PLEASE USE BLOCK CAPITALS)				
Staff ID number		Position title		
Surname		Given names		
School/Branch		Work contact number		
Classification		FTE		
COURSE/PROGRAM DETAILS				
Select appropriate option: <input type="checkbox"/> Initial application <input type="checkbox"/> Subsequent enrolment in a program <input type="checkbox"/> Amendment to previously approved time off for study Course/Program: Provider:				
TO COMPLETE THIS PROCEDURE				
1.	After reading the Time Off for Study Procedure (Professional Staff), complete Part A, Part B and Part C.			
2.	Submit the completed form to your supervisor for approval.			
3.	Your Supervisor will communicate the outcome of your application to you.			
PART A: SUMMARY OF PROPOSED TIME OFF (Refer to Time Off for Study Procedure (Professional Staff), Appendix A)				
	HOURS SOUGHT	SEMESTER / DATE PERIOD	TOTAL PAID HOURS	TOTAL UNPAID HOURS
Weekly attendance; or				
Block (intensive) attendance; or				
Distance and online education.				
If you are applying for unpaid time off for study, indicate if this will be: <input type="checkbox"/> Leave without pay (<i>please complete a leave application via Staff Services Online</i>) <input type="checkbox"/> Made up by the staff member at a time agreed with their supervisor (attach agreement)				
PART B: DECLARATION				
We, the undersigned, have read and understood the Time Off for Study Procedure (Professional Staff). The time off for study requested is consistent with the arrangements set out in Time Off for Study Summary Timetable (Appendix A). This application is specific to the dates and times noted on the attached timetable. Any variation to these arrangements must be approved using a Time Off for Study (Professional Staff) Application Form.				
AUTHORISATION				
Applicant Signature: Date:		Supervisor Signature: Date:		

TIME OFF FOR STUDY (PROFESSIONAL STAFF) APPLICATION FORM

PROPOSED TIMETABLE (CURRENT YEAR ONLY)				
COURSE	SEMESTER / DATE PERIOD	STUDY TYPE	DATE	TIME
<i>e.g. Subject Name</i>	<i>Semester 1</i>	<i>e.g. Lecture, Tutorial, Workshop, Examination</i>	<i>29/9/15</i>	<i>2-4pm</i>
TOTAL HOURS				