

1. POLICY CERTIFICATION

Policy title:	Study Leave Policy
Policy number:	HR007
Category:	Policy
Classification:	Human Resources
Status:	Approved 1 May 2013

2. PURPOSE

To encourage employees to pursue studies relevant to their role or listed within the workforce development plan as a part of the positions essential and desirable training objectives or approved as a career progression opportunity through a performance review process.

3. ORGANISATIONAL SCOPE

This policy applies to all Roper Gulf Regional Council employees.

4. POLICY STATEMENT

Roper Gulf Regional Council supports the professional development of its employees and will endeavour to support employees in their development in a manner which is beneficial to both employees and the organisation. Employees may be assisted to undertake courses of study at education institutions such as universities, technical colleges, registered training organisations and private companies where

- that the course(s) complement the Local Government's goals and strategies; and
- that the courses are relevant to the work of the employee
- that all courses must be sourced through either the Skills & Development Coordinator in the HR Department or the RJCP Skills & Development Officer if an RJCP participant. This is to ensure the training coordinator, has documented the training and certificates on the employees profile and to ensure the best value for money.
- Where possible training will delivered in Katherine or within RGRC to minimise disruption to family life and costs of travel and accommodation for participants.

5. DEFINITIONS

Prohibited	Not allowed
Designated	appointed for a specific function
RGRC	Roper Gulf Regional Council

6. PRINCIPLES

6.1 Eligibility for Assistance

To be considered for assistance employees need to satisfy the following criteria:

- Approved courses shall be such that they will improve employees' qualifications and be appropriate to their current classification or advancement.
- Employment must be of a continuing nature
- The employee is required to work with RGRC for a minimum 12 months ongoing, if the employee leaves prior to the 12 months of service then they will be required to reimburse RGRC negotiated pro rata costs for the leave taken and the relevant course fees paid.
- The subjects involved shall not be repeat subjects. Repeated subjects must normally be completed in own time, although submissions for time off for repeated subjects without pay or with such time to be made up, will be considered on merit by the HR Department, and the relevant Department Manager.

The following criteria should be applied in determining staff access to study courses.

- The attending of the study course does not unduly impact upon the operational objectives of the Local Government.
- Any officer requesting to be approved study leave shall ensure that an application is made in writing and stipulates the following:
 - course name;
 - location;
 - length of course;
 - relevancy to the current position; and
 - cost of course
- The duration and length of study leave shall be granted at the discretion of the Chief Executive Officer or the appropriate Director.
- Study leave may be extended by the Chief Executive Officer or the appropriate Director during periods where the workload, training or time attending exams is additional to that normally required.
- Staff will be paid their normal rate of pay during attendance at training courses. If training courses finish earlier than a normal work day staff are expected to return to work for the duration of the work day.

6.2 Time off for Lectures, training courses and time for study

Paid leave granted to employees to attend external studies shall include travelling time but only if that travel occurs during normal hours in which the employee would normally have been required to work.

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Employees may be permitted time off with pay is to be negotiated between the employee and the relevant Department Manager, this may be up to a maximum five hours per week, including travelling time, providing the equivalent period of time attending lectures is incurred in the employee's own time, subject to:

- the number of staff attending courses of study at any one time shall not unduly interfere with work of the Local Government or any one department; and
- study release may, at the Chief Executive Officer's discretion, be waived from time to time under extreme workload conditions.

Staff who participate in authorised external studies will be offered a reasonable amount of time during the working hours for the for the purpose of study. The amount of time offered will depend on the nature and length of the course, and will be subject to completion deadline and scrutiny of progress.

6.3 Examination Leave

Employees undertaking examinations arising from an approved course of study may apply to the Chief Executive Officer for time off with pay to sit for examinations that are scheduled during working hours.

6.4 Reimbursement of Fees

All applications for assistance should be accompanied by proof of enrolment and breakdown of associated fees including receipts and any approved assistance for associated costs for study (including books, fees and transport) may be approved at the discretion of the Chief Executive Officer.

An employee who undertakes an approved course of study may apply to the Chief Executive Officer or the appropriate Director to have compulsory fees (other than for supplementary examinations and late enrolment or late entry fees) reimbursed, after successful completion of the semester/term.

Expenditure for books, stationery, equipment, parking and travel are not reimbursed, although such expenses may be eligible deductions for taxation purposes. Claims for payment shall be accompanied by official receipts for fees paid, together with an official statement from the educational Local Government, indicating passes in those subjects.

6.5 Continuity

To continue to qualify for assistance under the education policy, employees will need to successfully complete each semester's subjects.

In the event that the employee is unsuccessful in completion of a study module or leaves the Local Government before the completion of that semester's study, repayment of financial support given for that semester's study is to be made as follows:

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- By deduction from the employee's pay on a fortnightly basis over a six month period (written consent from the employee is required) ; or
- Should the employee leave the Local Government, the amount outstanding is to be deducted from the employee's final pay.

6.6 Withdrawal of Support for Unsatisfactory Progress

Support may be withdrawn subject to:

- review of semester results;
- behaviour and progress of the employee;
- the educational requirements of the educational Local Government; or
- repeated subject failures associated with any study course.

6.7 Promotion

The successful completion of any approved course shall not necessarily entitle an employee to a higher classification or grading.

6.8 Responsibility

Each individual staff member is required to ensure that their eligibility for education and study assistance is maintained. The relevant Director must ensure that this procedure is adhered to.

6.9 Variation to Policy

This policy may be varied or cancelled from time to time at the discretion of Chief Executive Officer. All employees will be notified by the normal correspondence method of any variation to this policy.

7. REFERENCES

Acknowledgements author/source documents)	(original	
Related Policies		
Related Publications		

8. DOCUMENT CONTROL

Policy number	HR007
Policy Owner	HR Manager
Endorsed by	OCM
Date approved	1 May 2013
Revisions	Nil
Amendments	Nil
Next revision due	May 2015

9. CONTACT PERSON

Position **HR Manager**

Contact number

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