

Study and Exam Leave Policy



Policy owner: UCD HR

Approval date and body: July 2020 UMT

1. Purpose

The purpose of this policy is to outline the conditions surrounding study and examination leave.

2. Scope

The study and exam leave policy applies to all professional, administrative, technical and support staff who have completed one year's service with the University. Study and examination leave will apply to courses which are directly related to the work and development of the member of staff within the University.

3. Principles

- 3.1 All applicants must have completed one year's continuous service on the commencement date of study/exam leave
- 3.2 Study leave entitlement is up to 5 days per academic year, of the course concerned
- 3.3 An eight week notice period to Head of School / Unit will apply to applications and requests will be considered in the light of operational requirements. The decision of the School/Unit is final
- 3.4 Study leave for part-time staff will be applied on a pro-rata basis
- 3.5 Courses recognised under this scheme include: Certificate, Diploma, Degree or graduate qualifications
- 3.6 Exam leave is given for the duration of the exam (i.e. morning or afternoon). No limits apply, however adequate notice, as outlined above, must be given to the School / Unit prior to the leave being taken. An examination timetable and details of the course must be submitted by employee when applying to take exam leave
- 3.7 Applicants must forward requests to their Head of School/Unit who then authorises the document and forwards it to HR Operations, UCD HR, for processing

4. Roles and responsibilities

- 4.1 **Head of School/Unit:** All applications for study and exam leave must be authorised by the Head of School/Unit. See above terms and conditions for minimum notice periods.
- 4.2 **UCD HR:** HR Operations administer the policy.

5. Related documents

Study & Examination Leave Application Form

6. Version history

Version	Date	Description	Author
7.0	17/02/2011	Policy Versioning Implemented	UCD HR
8.0	25/05/2020	Policy moved to new template, formatting changes. UCD Compensation and Benefits changed to HR Operations.	S Raleigh