

Study Leave Policy

Section 1 - Purpose

(1) This Policy outlines the conditions and principles that apply to study leave for general staff at Charles Sturt University (the University). Study leave is designed to encourage and support general staff to undertake tertiary studies on a part-time basis in order to enhance their opportunities for career progression and professional development.

Section 2 - Glossary

(2) Nil.

Section 3 - Policy

Part A - Eligibility

(3) All general staff who currently hold a continuing or fixed term appointment are eligible to apply for study leave upon successful completion of probation.

(4) Performance must be considered to be satisfactory. A general staff member who has been officially advised that his/her performance is unsatisfactory is not eligible to apply for commencement of study time or continuation of study time until the performance is deemed to be satisfactory.

(5) Indigenous staff may also apply for the Indigenous Staff Study Support Scheme .

Part B - Approved Courses of Study

(6) Study leave applies to part-time studies delivered in any mode, i.e. self-paced, distance or on-campus.

(7) To be approved, the course or nominated subjects must be relevant to the employee's current appointment.

(8) In circumstances where the applicant can demonstrate that the nominated course or nominated subjects relate to their career development or potential employment within the University, study leave may be approved if supported by their manager.

Part C - Study Time Entitlement

(9) The maximum entitlement for study leave is four hours per week, for each week in the academic session.

- a. Study leave will cease outside of academic sessions.
- b. If study is self-paced, the amount of approved study leave is based on the number of weeks in the normal academic session.

(10) Full-time staff: are eligible to apply for up to 4 hours per week in each academic session.

(11) Part-time staff: are eligible to apply for a proportional (pro rata) amount of the maximum entitlement per week in each academic session. The amount is based on their current employment fraction.

(12) If a staff member reduces their study load per session or undertakes less than the standard part time load of their course, they must inform their manager, who will review their approved amount of study leave.

Part D - Use of Study Leave

(13) Study leave may be used for private study, research, travel and attendance at compulsory lectures and practical classes held during work hours or residential schools.

(14) Under normal circumstances, study time is an expendable grant which, if not used at the nominated time, is considered lost, i.e. study leave that is not used does not carry over to another week during the academic session.

(15) Study leave may only be used as an extended period for the purpose of attending residential schools, providing the amount does not exceed the maximum entitlement for the academic session.

(16) Where a staff member requires additional time for study they may apply for flexitime leave (if eligible), annual leave or leave without pay.

(17) In addition to the maximum entitlement, staff are also eligible to apply for special leave via the Web Kiosk to attend and travel to/from examinations.

(18) Study leave is not intended to cover short staff development activities that are conducted in-house or externally.

Part E - Conditions

(19) Approval of study leave is subject to the convenience and needs of the University, the work area's operating requirements and the individual making satisfactory progress with their studies.

(20) The course of study must be agreed to as part of the staff member's' current development plan.

(21) In any circumstance where a staff member fails a subject, the staff member will be required to demonstrate why study leave should be approved in future.

(22) Study leave will not be approved for the purpose of repeating a failed subject.

(23) Specific periods of study leave approved in each academic session must be re-negotiated at the commencement of each new session and if course and/or work requirements change.

(24) Staff approved under this scheme are required to provide a copy of their subject/module results to their manager and regularly report on progress.

(25) An initial application for study leave must be accompanied by the course enrolment details/offer of admission along with the subject details for the first academic session of study.

(26) A copy of subject/module results must be attached to each ongoing application for study leave in addition to the subject enrolment details for the new session.

(27) In any situation where an agreement is not reached between the staff member and their manager in relation to the approved amount of study leave, the relevant Executive Dean/ Executive Director or equivalent will determine the final amount of approved study leave.

Part F - Responsibility of Managers

(28) Managers are required to monitor progress and arrange regular progress meetings with their staff throughout the course of study.

(29) Managers must ensure they make an equitable assessment and manage the study leave allocations within their teams, taking into consideration the study load of each individual and the operational requirements of each work area.

Part G - Appeal or Review

(30) An eligible applicant may lodge a written request for review against the Executive Director/Executive Dean/Primary Budget Centre Manager's decision under the following circumstances:

- a. the application for study time was not approved; or
- b. the amount of study time approved is insufficient for the employee to meet course requirements.

(31) The written request for review is to be submitted to the Director, Organisational and People Capability as soon as possible to enable resolution before the start of the academic session.

(32) The Director, Organisational and People Capability investigates the request for review through discussion with the applicant and the Executive Director/Executive Dean/Primary Budget Centre Manager, and negotiates an equitable solution.

Section 4 - Procedures

(33) Nil.

Section 5 - Guidelines

(34) Nil.

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