



## Study Leave Policy & Procedure for Staff



**Core Documentation Cover Page**

# Study Leave Policy & Procedure

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Jun 2016 SMT	New policy to inform employees and managers of their rights relating to study leave and to provide a framework for the decision making process.	HR Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jun 2018 Or in line with legislative changes
V2.0	Aug 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	HR Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jun 2018 Or in line with legislative changes
V3.0	May 2018 PRAG Chair	Administrative Amendments to reflect title changes (i.e. from Principal to Vice-Chancellor, etc.)	HR Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jun 2018 Or in line with legislative changes

**Equality Impact**

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

X

Negative equality impact (i.e. increasing inequalities)

**If you have any feedback or suggestions for enhancing this policy, please email your comments to: [quality@uco.ac.uk](mailto:quality@uco.ac.uk)**

## STUDY LEAVE POLICY & PROCEDURE FOR STAFF

### CONTENTS

1. Introduction.....	4
2. Statutory Entitlement .....	4
3. Additional Entitlement.....	4
3.1 Qualifications up to and including Masters Level.....	4
3.2 Professional Doctorate qualifications .....	4
4. Procedure for Requesting Time Off for Study or Training .....	5
5. Leave Relating to Taught Qualifications .....	5
6. Work Based Qualification Routes .....	5
7. Process for Requesting Study Leave.....	5
8. Appeal Process .....	6
Appendix 1: Application for Study Leave Form.....	7

## 1. INTRODUCTION

- 1.1 The University College of Osteopathy (UCO) is committed to equality of opportunity in employment and to developing work practices that support employee development.
- 1.2 We recognise the benefits of staff development for individuals and the institution as a whole and provide a range of opportunities for staff to undertake personal and professional development. The UCO also has a responsibility to maintain services in order to meet business needs and there is no automatic right to time off for study or training, however managers are encouraged to try to accommodate an employee's study leave request where possible.
- 1.3 The aim of this policy is to inform employees and managers of their rights relating to study leave and to provide a framework for the decision making process.
- 1.4 Any leave granted, whether paid or unpaid, is subject to the operational requirements of the UCO.
- 1.5 This policy does not apply to training relating to an apprenticeship, where reasonable time to complete work associated with the qualification is incorporated into the working week. Further guidance can be provided by the HR department.

## 2. STATUTORY ENTITLEMENT

- 2.1 Employees with at least 26 weeks continuous service can request unpaid time off for study or training. Requests must be supported by evidence showing how the study or training will improve:
  - a) the employee's effectiveness at work and
  - b) the performance of the UCO.

## 3. ADDITIONAL ENTITLEMENT

### 3.1 QUALIFICATIONS UP TO AND INCLUDING MASTERS LEVEL

- 3.1.1 The UCO offers staff who undertake agreed study leading to formal qualifications and training up to five days paid time off for study leave per year. Part-time and fixed term staff will be entitled to paid study leave pro-rata to the hours they work.
- 3.1.2 In addition to any paid leave granted under this provision, additional unpaid leave may be granted at the discretion of the Vice-Chancellor.

### 3.2 PROFESSIONAL DOCTORATE QUALIFICATIONS

- 3.2.1 The UCO recognise the value of relevant professional doctorate qualifications to both the individual and the institution. The UCO also recognises and appreciates the individual's commitment required to achieve this level of qualification. On this basis, the UCO will provide paid time off for study of up to ten days per year for each employee undertaking an approved professional doctorate qualification relevant to their role within the UCO. Part-time and fixed term staff will be entitled to paid study leave pro-rata to the hours they work.

## 4. PROCEDURE FOR REQUESTING TIME OFF FOR STUDY OR TRAINING

- 4.1 The majority of study and training requests, and corresponding entitlements to time off should be agreed as development requirements in the employee's PDR. The number of days of paid leave agreed should take account of the guidelines set out below.

## 5. LEAVE RELATING TO TAUGHT QUALIFICATIONS

- 5.1 Employees studying for professional qualifications are entitled to a maximum of five days paid study leave per year.
- 5.2 The UCO recognises that circumstances and types of study vary.
- 5.3 Each case should be assessed individually and the following factors taken into consideration:
- a) how far the course of study is work related;
  - b) whether it has been identified as a development requirement in the employee's PDR;
  - c) whether the course is intended to improve the employee's effectiveness in the UCO's business;
  - d) if the course is aspirational e.g. likely to benefit the employee in their personal career development;
  - e) if the course is purely for personal interest;
  - f) the level of qualification; and
  - g) any impact the study leave will have on the team.
- 5.4 In addition to the study leave allowances given above, paid leave may be granted to sit approved examinations. This must be agreed and arranged in advance with the individual's line manager and is subject to operational requirements.

## 6. WORK BASED QUALIFICATION ROUTES

- 6.1 The guidelines on study leave for employees studying for work-based qualifications are the same as study leave for employees who are studying for taught qualifications. Study leave would typically be given at or near the end of the study period or prior to any examinations. The actual dates should be recorded in the Application for Study Leave Form (appendix 1) and are subject to line manager's approval.
- 6.2 Where programmes include an element of exam-based assessment (such as AAT/NVQ) additional paid leave may be granted by the individual's line manager and is subject to operational requirements.

## 7. PROCESS FOR REQUESTING STUDY LEAVE

- 7.1 Employees who are requesting study leave should submit a completed Application for Study Leave Form (appendix 1) to their line manager. All sections of the form must be completed. Only one application can be made per employee each year.

- 7.2 A meeting will be held between the employee and the line manager to consider the request. If a request for leave under is refused clear business or operational reasons for the decision will be provided to the employee by the line manager. In instances where the line manager needs to refer the request to the Senior Management Team before notifying the employee of their final decision, the employee will be informed of this within the above timescale along with a date by which they will be able to arrive at a final decision.
- 7.3 The final decision on whether leave will be granted rests with the employee's line manager and is subject to operational requirements.
- 7.4 All completed forms, including either when the request has been agreed or declined by the line manager should be passed to the HR team where a copy will be retained on the individual's file.

## **8. APPEAL PROCESS**

- 8.1 Employees will have the right of appeal against their manager's decision. The established appeals section contained within the Grievance Procedure will be used as the mechanism for making an appeal.

## APPENDIX 1: APPLICATION FOR STUDY LEAVE FORM

<b>To Be Completed by the Employee</b>	
Name:	Line Manager:
Have you submitted a previous application for study leave during your employment at the UCO? If yes, please insert the date/s of previous applications:	
Course start date:	
Expected end date:	
List all dates that you are requesting as time off:	
Location of course:	
Name of qualification:	
Level of qualification:	
Name and address of training provider:	
Justification of how this will help you in your role:	
Please attach any supporting information relating to the course.	
Signed:	Date:
<b>To Be Completed by the Line Manager</b>	
Have you received an application from the employee within the previous 12 months?	
Has the employee had a PDR within the last 12 months? Was the course considered during this process?	
Do you support that the qualification will benefit the employee in the employment at the UCO? Provide a brief justification.	
Detail any cover arrangements required.	
Signed:	Date:
<b>Copy provided to HR:</b>	