

STUDY & EXAM LEAVE FOR STAFF OTHER THAN TEACHERS/SNAs

(Circular Letter 61/2021)

Dublin & Dun Laoghaire acknowledges the importance of learning and wishes to provide employees with as much help and support as possible.

Staff other than Teachers/SNAs may be allowed paid study/exam leave for further education and development for each year of the course* provided

- (a) the course of study is provided by a University or other educational institution or professional body
- (b) it leads to a third-level qualification and is accepted by the ETB as relevant to the ETB employment and is of a direct benefit in the performance of their official duties and current/future role and
- (c) the course is pursued in the employee's own time.

1. PAID LEAVE ENTITLEMENT

1.1 Study Leave

Employees pursuing a

Further Education or Level 6 qualification

- 3 days study leave for each year of the course, subject to a maximum of 10 days overall.

Primary or Under-graduate/Post-graduate Degree

- 5 days in respect of each year of a primary/under-graduate/post graduate degree course
- 10 days in respect of the final year only of a third level primary or under-graduate/post graduate degree.
- An additional 2 days in each year of the course, exclusive of the normal 5 days study leave, in order to facilitate compulsory attendance at residential schools in partial fulfilment of the requirements for the attainment of a degree by distance learning may also be granted by the ETB. These additional days may be granted only in respect of days on which the officer is scheduled for duty.
- Staff may be allowed to carry forward up to 5 days paid study leave from the second last year to the last year of the course.

Study leave for staff availing of work-sharing arrangements will apply on a pro-rata basis.

Staff not attending/undertaking the whole course (i.e part-time employment) in a given year will have study leave reduced pro-rata.

The course for which paid study leave is being sought must be for at least one academic year's duration.

There is no entitlement to paid leave for Repeat Years.

The references above to "each year of the course" should be interpreted as covering only the normal length of the course as defined by the appropriate academic institution, which is not necessarily the same as the length of time taken by the person to complete the course.

For example, if a staff member is following a two-year course but avails of options to spread the modules over a period longer than two years, the maximum amount of paid study leave available to that staff member over the period is ten days.

1.2 Exam Leave

Staff will be allowed the day(s)/half-day(s) to sit exams that fall on week-days. However, if an exam falls on a weekend day, no time off in lieu will be granted.

There is no entitlement to paid leave for Repeat Exams.

2. UNPAID LEAVE

Unpaid study leave may be granted to employees who are undertaking further education and development.

Eligibility/Entitlement:

- I. Up to three months unpaid leave for study or other purposes directly relevant to the course being pursued may be taken.
- II. The decision to grant unpaid study leave rests with the Chief Executive
- III. Staff who wish to pursue courses which involve regular or continuous absence from official duties may be facilitated under the career break or work-sharing schemes, subject to the terms prevailing at the time.
- IV. Eligible staff may be granted up to one academic year to enable them to pursue a postgraduate course or specialised course of study, provided the Chief Executive is satisfied that the course will be of direct benefit to the staff member in the performance of his/her official duties, and provided a reasonable period of service has already been given by the staff member in their present grade.