

Study Leave and Examination Leave for Professional, Management and Support Staff

HR Policy Document Record	
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Approval Body	
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1. INTRODUCTION

This document outlines the policy and procedures for Professional, Management and Support staff of the Technological University Dublin (hereafter referred to as “TU Dublin” and/or “the University”) to apply for study and examination leave.

2. STUDY LEAVE

- 2.1 Up to five days study leave with pay may be granted to recipients of Fee Support and Fee Waiver subject to satisfactory progress, for each year of a course which has been approved as relevant to work or career development. This will also apply to new staff who have commenced relevant programmes prior to their recruitment. Study Leave for Modular courses may also be granted on a pro-rata basis. This Scheme applies to Wholetime, Part-time and Pro-rata part time staff. **Study leave will be afforded to part-time staff on a pro-rata basis**

3. EXAMINATION LEAVE

- 3.1 Staff will be granted examination leave in respect of a course that has been approved as relevant to work or career development under Section 2.1 for each day on which they have one or more timetabled/sessional examinations.

4. ATTENDANCE AT COURSE DURING WORKING HOURS

- 4.1 Permission to attend courses during working hours will be subject to local operational requirements. Staff members should seek permission prior to registering for a course of study.

5. PROCEDURE

- 5.1 Applications must be made on the **official application form** which is available at [this link](#)
- 5.2 Applications must be accompanied by examination timetable or evidence of requirement to submit assignment or thesis or similar course work and should be made through the appropriate Manager to the Staff Development Office/Human Resources as per the relevant Campus (*at least two weeks prior to commencement of the leave*).
- 5.3 Staff members must seek approval and agree a schedule of examination and study leave with their line manager at the commencement of each year/semester of their course or study programme. This is essential so as to ensure the least disruption as possible to delivery of services.

6. QUERIES

Contact: People Development Team

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