



Polasaí agus Nósanna Imeachta/Policies and Procedures

Code	QA142
Title	Study Leave Guidelines
Policy Owner	-
Date	-
Approved By	-

1.0 Study Leave Guidelines

Staff are generally entitled to special leave to study for course examinations. Up to one day's study leave per examination subject can be allowed at approved dates as agreed to a total maximum of 5 days paid leave in any one year. In addition to study leave, staff will be granted agreed special leave on the day that the examination is held, whether it takes place outside normal hours or not.

Study and exam leave are at management's discretion and should be determined in conjunction with the Head of College/School/Office in advance of the commencement of the course.

N.B. Participation in a course of study, which may result in a request for study/exam leave, must be advised to the Head prior to the commencement of the course.