

Policy Number:	PSN 3
Policy Type:	Personnel
Policy Name:	Study Leave
Policy Owner:	Chief Executive Officer
Authority	Shire of Nannup

POLICY

Council has allowed up to 50% of tuition time as paid study leave.
A maximum of 2 days paid study leave per course subject is permitted.
A maximum of 8 days paid study leave is permitted during any calendar year.

Intensive Study Course

Leave may be granted for up to 4 days per course for staff to attend an approved intensive course of study. Any leave so granted shall be split into equal portions of paid study leave, and accrued staff leave (ie Annual Recreation Leave, Rostered Days Off, etc.)

Correspondence

Leave may be granted for up to one half of the recognised full time equivalent tuition time associated with an approved correspondence course of study to be paid study leave. The balance of the time required to complete the course of study must be incurred in the officer's own time.

Approval for paid study leave will only be granted if the time away from the workplace does not adversely affect the normal operations of Council.

The authority to approve the granting of study leave shall be delegated to the Chief Executive Officer.

Related Policies	
Related Procedures/Documents	
Delegated Level	Delegation #61
Adopted	OM 28 September 1995
Reviewed	OM 25 January 2018