

## Human Resources

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### Policy: Study, Revision and Examination Leave

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**Employees sponsored by the Council to attend a professional training course – Guidelines as follows:**

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Authorisation to be made by Third Tier Management

Up to a maximum of 10 days paid study leave per calendar year for employees on courses where assessment is by:

- Portfolio of evidence
- Work based project
- Assignments

The exact number of days leave is to be decided by your Third Tier Manager (where necessary in consultation with Human Resources).

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Employees on courses where assessment is both examination and non-examination methods, may have a combination of study and revision leave to a maximum of up to 10 days per calendar year.

Part-time employees have the same entitlement to study/revision leave as full time staff, pro-rata in line with their working hours.

The exact number of days leave is to be decided by your Third Tier Manager (where necessary in consultation with Human Resources).

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If the circumstances of a particular course do not fit within any of the above categories, leave will be determined by your Third Tier Manager (and where necessary in consultation with Human Resources) in a manner, which is consistent with the spirit of this Policy.

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Employees requesting Study, Revision and Examination Leave must complete an Authorised Absence Form which should be signed and authorised by your Third Tier Manager and send to Human Resources.

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