

11.2 Study & Exam Leave Policy

Study Leave

Any attendance at courses which will lead to a third level qualification and are of direct relevance to the staff member's employment should be pursued or initiated through the PMDS process.

Where attendance at such courses is approved by Teagasc, staff members may be granted up to five days of paid study leave per academic year of the course. The granting of such study leave is at the discretion of the line manager and is subject to the exigencies of work.

Where leave is granted, staff members should be allowed as much freedom as possible to spread it over the course of the year. If there is no examination in one year of the course, study leave may be carried over to the following year. No study leave is allowable for a year when an examination has to be repeated.

Staff members may also be allowed to carry forward up to three days study leave from the second last year to the last year of a course.

Exam Leave

Subject to giving appropriate notice, staff members may also be allowed paid time off in order to sit examinations.

Refund of Fees

Arising from the PMDS process, staff members who are attending a University or other Educational Institute in order to obtain a third level qualification of relevance to their employment will be entitled to a refund of fees.

Under normal circumstances, course and examination fees will be refunded to the staff member at the end of each completed academic year, however, exceptions may occur at the discretion of the Director. This is subject to a written statement from the University or other Institute, stating that the staff member gave satisfactory attendance at the course, participated satisfactorily in the course and sat the relevant examinations or other prescribed tests. Payment will only be made once in respect of each academic year. A refund of fees will not be given in respect of years which are repeated.

Prior to commencement of a third level course, all staff will be required to complete a 'form of undertaking'. This form confirms that the staff member undertakes to refund Teagasc for the cost of the course in the event of their leaving the organisation before completing one years' service in respect of each academic year for which a payment has been made.

Version	Revision Date	Summary of Changes	Policy Owner
1.0		n/a	Staff Training