

## Diocese of Elphin – HR Policy Handbook

**Document Name:** Examination and Study Leave Policy  
**Document No:** 6.1.7 (original)  
**Effective Date:** 15<sup>th</sup> February 2019  
**Written By:** Frank Mitchell, HR Advisor  
**Approved By:** +Kevin Doran, Bishop of Elphin



*Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.*

*This document outlines the Diocesan policy on Examination and Study Leave. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).*

### Introduction

"The employer" acknowledges the importance of learning and wants to provide staff members with as much help and support as possible.

### Leave

For educational courses approved by "the employer", staff members may be provided with paid time off for the purpose of study and to sit examinations. A maximum of 5 days paid study leave will be allowed per academic year. In addition, you will be allowed paid leave to sit exams. If an exam falls on a weekend day, no time off in lieu will be granted. Study leave is discretionary. You must get prior approval for study leave, which must be agreeable to the business environment at the time.

Applications for a study leave day should be made at least two weeks in advance of required leave and the staff member is required to provide written evidence in relation to the course he/she is studying and exam dates where applicable. If you successfully complete a formal, recognised qualification course, for which there is a conferring ceremony, you may take one day's paid leave on the day of the ceremony. Once again, if this falls on a weekend, no time off in lieu will be given.

### Tuition Reimbursement

Financial assistance for tuition fees may be available, provided that you have sought approval prior to enrolling for the course. Among the factors determining the extent of this assistance will be the relevance of the course to "the employer". This decision is at the discretion of the Line Manager.

You may be reimbursed for:

- student registration fee, and/or
- examination fee, and/or
- lecture/course fee, and/or
- correspondence course fee, and/or
- books to a maximum value of €200

Monies will only be reimbursed when you pass your exams and on receipt of a copy of qualifications or of official exam results and original receipts.

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Furthermore if the staff member resigns within a three year period of receiving funds the staff member will be required to refund any such monies received on the following basis:

- resignation within 12 months – 100% refund;
- resignation within 24 months – 50% refund;
- resignation within 36 months – 25% refund;
- resignation after 36 months – no refund.

Financial support will be considered up to a maximum of 50% of the cost of any of the above items listed 1 – 5 above.

Variations to the above policy may be considered by exception and at the discretion of the line manager.

*For further information please contact:*

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