

## Diocese of Elphin – HR Policy Handbook

**Document Name:** Education Assistance Policy  
**Document No:** 9.1.5 (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 Education Assistance. 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).*

"The employer" encourages the development of staff members through further education and the attainment of qualifications that are job related. Where a staff member identifies a suitable area for development, he or she will have to prepare a business case for the investment.

To be eligible for educational assistance, you must have one year's continuous service with "the employer". The following costs may be eligible for financial assistance under this policy:

- course tuition fees;
- exam fees for first attempt only;
- costs for membership of any professional body;
- payment for 50% of the prescribed book lists.

If you wish to attend an external course, a request should be made through the educational course approval form. Enquires should be made to your line manager. Applications will be considered individually, and the consideration will be based on the relevance of the course to the job and the ability of "the employer" to commit resources at the time the application is made.

For approved courses, 50% of the course fee will be refunded to staff members who present their line manager with the receipt for fees paid. On successful completion of the course, the remaining 50% of fees paid will be refunded. A copy of qualifications or official exam results must be provided. If you fail to complete the course or are unsuccessful in passing your exams or terminate your employment/assignment prior to course completion, then "the employer" reserves the right to be reimbursed for the current year's fees and textbooks paid for by "the employer"

Where feasible, you may be allowed one day's paid study leave for each exam subject to a maximum of five days in total per academic year. You must get prior approval for study leave which must be agreeable to the business demands at the time. You will be permitted to take paid time off to sit exams except for repeat exams. If the exam falls on a weekend no allowance in lieu will be given. This leave must be discussed with your manager at least four weeks in advance of any requested leave.

*For further information please contact:*

HR Advisor  
 Elphin Diocesan Office  
 St. Mary's  
 Temple Street  
 Sligo F91 KTX2  
 Email: [hr@elphindiocese.ie](mailto:hr@elphindiocese.ie)  
 Mobile: 087 240 4882

## Diocese of Elphin – HR Policy Handbook

**Document Name:** Education Assistance Policy  
**Document No:** 9.1.5 (original)  
**Effective Date:** 15<sup>th</sup> February 2019  
**Written By:** Frank Mitchell, HR Advisor  
**Approved By:** +Kevin Doran, Bishop of Elphin



### Appendix 9.1.5(a) Educational Course Approval Form

To: Line manager

From: \_\_\_\_\_

I wish to apply to \_\_\_\_\_ for support in furthering my education.

I plan to do a course in \_\_\_\_\_ (attach prospectus).

Please tick appropriate course type:

- ☐ Certificate
- ☐ Diploma
- ☐ Degree
- ☐ Other

Duration of course: \_\_\_\_\_

Expected number of exams per academic year: \_\_\_\_\_

Cost per year: \_\_\_\_\_

Governing body: \_\_\_\_\_

Name and address of college/institution: \_\_\_\_\_

In your opinion, why is this course of benefit to your role?

\_\_\_\_\_  
 In your opinion, how is this course of benefit to your personal development?

I undertake that if I leave the 'diocese' within one (1) year of obtaining funding, I will return any monies I receive to the 'diocese'.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## Diocese of Elphin – HR Policy Handbook

**Document Name:** Education Assistance Policy  
**Document No:** 9.1.5 (original)  
**Effective Date:** 15<sup>th</sup> February 2019  
**Written By:** Frank Mitchell, HR Advisor  
**Approved By:** +Kevin Doran, Bishop of Elphin



### Appendix 9.1.5(b)

## Application for refund of course fees

Course title: \_\_\_\_\_

Course duration: \_\_\_\_\_

Period for which fees are being claimed: \_\_\_\_\_

Achievement: \_\_\_\_\_

Examining body: \_\_\_\_\_

Name and address of college/institution: \_\_\_\_\_

Has approval for further education been provided? Yes \_\_\_\_ No \_\_\_\_

Total amount claimed: € \_\_\_\_\_

Note: In order to reclaim costs, all receipts and copy of the qualification must be attached. No money will be refundable without these.

I agree to refund the total amount paid to me in respect of the above course if I leave within one (1) year of receiving this payment. The 'diocese' may deduct this amount from any payments due to me or becoming due to me.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Refund of : € \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_