

Enable Ireland

STUDY LEAVE POLICY

> Current Version Date: 28.07.2022

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Introduction

Enable Ireland encourages people to develop their skills through on the job training, courses in service, external training and self-development programmes.

Enable Ireland is committed to supporting the ongoing development of employees in line with the strategic objectives of the organisation and the performance plans of the individual.

Scope

This policy applies to all employees of Enable Ireland.

Applying for Study Leave

Enable Ireland employees may apply for study leave for courses on the basis that the education or training course being undertaken by the employee had an added value to Enable Ireland as an organisation or has a career development or promotional aspect for the particular employee that is relevant to their job/work role. An NSF member will decide if a chosen course is deemed relevant for approval of leave in accordance with this policy.

All applications for the approval for study and exam leave should be put in writing to your Line Manager. This application should be made at least 4 weeks in advance of the date of commencement of leave (see **Appendix 1**). Applications will be approved at the discretion of the relevant NSF Member on a case by case basis.

Entitlement

Employees participating in approved courses are entitled to apply for a maximum of five days study leave for full time employees/pro rata for part time employees per annum in agreement with your Line Manager. The duration of the course will be considered when time is being approved.

In addition to this study leave employees may apply for exam leave on the basis of a half day per exam to a maximum of two and a half days per annum (see **Appendix 2**).

There will be no study leave or exam day leave entitlement for repeat exams. All study leave or exam day leave must be recorded via People XD.

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APPENDIX 1

Study Leave Application Form

Employee Name:		
Title:		
Location:		
Line Manager:		
Proposed commencement date(s)	of study leave:	
Proposed duration of study leaved Have you previously requested study leave this year? Yes/No If yes, provide dates of previous		
*Note:	le at least 4 weeks in advance of the the discretion of the relevant NSF evant line manager.	e date of commencement of
Employee Name: (Print):	Line Manager Name (Print):	
Employee Signature:	Line Manager Signature:	
Date Application Submitted:	Date Application Received:	
NSF Approval To be completed by relevant NS	F member	
NSF Member Name		
Approval of Application : Yes	No	0
Reason for Decision:		



APPENDIX 2

Exam Leave Application Form

Employee Name:			
Title:			
Location:			
Line Manager:			
Exam date & time:			
leave. 2. Employee may apply for and a half days per annu 3. There will be no study lea 4. Applications will be appro	exam leave on t im ave or exam day oved at the disc	the basis of a half day y leave entitlement for cretion of the relevant I	the date of commencement of per exam to a maximum of two repeat exams. NSF Member on a case by case
basis and signed off by the Employee Name: (Print):	ne relevant line	Line Manager Name (Print):	
Employee Signature:		Line Manager Signature:	
Date Application Submitted:		Date Application Received:	
NSF Approval To be completed by releva	ınt NSF memb	er	
NSF Member Name			_
Approval of Application :	Yes		No
Reason for Decision:			