

STUDY LEAVE

PREFACE

We aim to be a cohesive and effective organisation. Supporting our staff by allowing them leave to develop their skills and knowledge through further study, where the granting of leave is appropriate, is an important part of achieving this goal.

The Ombudsman has the power to grant paid leave for part time studies in approved courses, in accordance with the Crown Employees (Public Service Conditions Of Employment) Award 1997 and the Personnel Handbook.

PURPOSE

The purpose of this policy is to outline the office's position on the granting of leave and financial assistance for members of staff to undertake courses of study during working hours.

RESPONSIBILITY

Team managers are responsible for assessing applications for study time leave.

LEGISLATIVE FRAMEWORK

Public Sector Management (General) Regulation 1996

DEFINITIONS

Not applicable.

POLICY STATEMENT

1. Applications for study leave

All applications for study time leave or full time study leave will be assessed on the merits of the application in accordance with the criteria set out in the Personnel Handbook, which is available from Personnel.

Team managers are responsible for making this assessment.

Where there is a dispute as to the assessment of an application, the matter is to be referred to the appropriate statutory officer.

2. Financial assistance

Generally no financial assistance will be given to staff undertaking any form of privately initiated study (even where study assistance such as study time has been approved).

OMBUDSMAN APPROVAL

A handwritten signature in black ink, appearing to read "B. A. Barbour". The signature is written in a cursive style with a large initial "B" and a long, sweeping underline.

Bruce Barbour
OMBUDSMAN