

# Study Leave for Non-Academic Staff

These guidelines outline the University's approach to handling Study Leave for Non-Academic Staff. For Academic Staff, please refer to the [University Study Leave Scheme](#).

The University recognises that it has a responsibility, in partnership with individual staff, to encourage and support personal development and training that will help develop the knowledge, skills and aptitudes of staff and consequently improve the effectiveness of the individual and the institution.

It is recognised that members of staff may need or wish to pursue external professional courses to enhance their skills and improve their career prospects. The University will endeavour to support such requests, as long as the intended course is relevant to either the member of staff's existing role, or a role within their future career prospects.

Requests for Study Leave should be submitted to line managers in the first instance, and the approval of Study Leave is at the discretion of the Head of School or equivalent.

Managers will look favourably at any reasonable request, but will also be mindful of the practicalities of time out of the School/Department and resource requirements during the requested period of Study Leave; to ensure the School/Department's duties are fulfilled at all times.

Before requesting Study Leave, a member of staff will need to have sourced a relevant course (this could be in liaison with CSTD, or (for employees within FMD) with Anne Gallagher, FMD Training and Development Manager) and established what time off may be needed to complete the course.

The line manager will then discuss the request with the member of staff, consult with the Head of School or equivalent, and confirm what will be agreed, which may include conditions.

For example, the line manager may agree to an employee having an amount of time off (e.g. 1-2 days for each module attended and also a day off to sit the exam) on condition that each module is passed.

(Note: If financial assistance is requested for a course, the line manager will also need to liaise with CSTD regarding costings, and it is good practice to ensure that a written study support agreement is put in place to set expectations and objectives to be met, and to include a repayment plan covering what happens if the employee leaves the University.)

Study leave may be paid or unpaid, at the discretion of the Head of School or equivalent.

You should be aware that any periods of unpaid leave will affect your Pension contributions. Where possible and in advance of taking a period of unpaid leave you should contact the Pensions Office for further advice.

**Line Managers should record all planned leave locally. Unpaid leave must be reported to HR Operations using an [Unpaid Leave Form](#)**

Please refer to your HR Partner/Adviser if you require further advice.