

# Guidance notes

## for requesting time off for training or study

### 1. Introduction

The University is committed to encouraging and supporting its staff to undertake appropriate training and development and recognises the benefits that these opportunities bring to all staff and the University as a whole.

The University's Centre for Staff Training and Development already runs a large number of in-house courses, sessions and workshops that are open to all staff on a range of subjects and differ in length and detail. However, the University recognises that other externally provided courses may be appropriate for some employees from time to time.

### 2. Right to request time off for training or study

All University employees who have a minimum of 26 weeks' continuous service have a legal right to make a formal request for time off work to undertake training or study where the training or study is relevant to the employee's role within the University. You may submit a request to undertake any type of study or training provided that you can reasonably demonstrate that the study or training is likely to lead to an improvement in your effectiveness at work and consequently an improvement in the performance of the University.

The University is not obliged by law to pay an employee for any time off granted for study or training. However a Head of School/Directorate may, at their discretion agree to pay the employee his/her normal salary during some or all of any time off granted for training or study purposes. They may also consider, on a case by case basis and in line with the University's Staff Development Policy, whether or not the School/Directorate is willing to pay for the training that has been requested.

### 3. Making a request

Where a valid request has been submitted, the employee's manager will arrange a meeting with him/her to discuss the request as soon as practicable.

The meeting will normally take place no later than 28 days after the date on which the request was submitted. The purpose of the meeting will be to discuss the request, its appropriateness to the employee's job and the needs of the business and any possible alternative arrangements that might meet the employee's training needs.

A decision will be given to the employee in writing within 14 days of the meeting.

If an employee's request in relation to study or training is refused the employee has the right to appeal against this decision. The appeal must be submitted within 14 days of the decision to refuse the request, it must be in writing and it must include the grounds on which the employee wishes to appeal.

### 4. Considering a request

The University will endeavour where possible, to accommodate an employee's request in relation to study or training, provided that the needs of the University are not likely to be adversely affected if the request is granted. The University may have to refuse a request where:

- the proposed study or training would not improve the employee's effectiveness at work, or the performance of the University itself
- the cost to the School/Department/team of granting time off for training would be too great
- granting the employee's request would have a detrimental effect on the School/Department/team's ability to meet customer demand
- the School/Department/team would be unable to satisfactorily cover the employee's absences on training
- there would be a detrimental impact on quality or performance

If you wish to make a formal request for time off for training to study then you should do so in writing using the request form on the Human Resources website.