



HUMAN RESOURCES

STUDY LEAVE PROCEDURE DOCUMENT – PROFESSIONAL SUPPORT STAFF

POLICY

1. The London School of Hygiene & Tropical Medicine recognizes that the achievement of its mission depends on its support for and provision of development activities for academic and non-academic staff at all levels. The study leave provisions form part of the School's Talent and Educational Development Programme and therefore aim to help staff acquire new skills, knowledge and understanding, and to develop their full potential.

2. The procedure relates to job-specific study leave only. This means that the course of study has to be directly related to the work performed in the School by the individual, as agreed by the Dean of Faculty/Head of Service Department.

ENTITLEMENT

3. All professional support staff with at least twelve months' service are eligible to apply for study leave.

4. A member of staff will be entitled to up to five days' paid study leave per calendar year with approval from their Dean of Faculty/Head of Service Department. This will be in addition to normal annual leave provision. The study leave is intended to provide time for revision, examinations, project work, etc. Where this is appropriate, day or half day release for attendance on approved courses would be provided separately from these provisions.

PROCEDURE

5. Any member of staff wishing to undertake study leave should make a formal request in writing to his/her Head of Department for consideration, providing all the relevant details of the course.

6. The Head of Department will then pass the request to the Dean of Faculty/Head of Service Department for approval.

7. Requests for study leave will be considered by the Dean of Faculty/Head of Service Department, having due regard to the nature of study, the requirements of the job, and the needs of the Faculty/Service Department. He/she will have the authority to turn down any request for study leave if it does not appear to have relevance to the individual's current job requirements.

8. If approved the Human Resources Department should be informed, of the course information and the relevant dates.
9. All study leave arrangements, including dates must be agreed at least three months in advance by the Dean of Faculty/Head of Service Department.
10. Once approved, a record will be kept on the individual's personal file and recorded by the Talent & Educational Development.
11. If the study undertaken leads to a qualification, once attained, the member of staff is required to bring this into the HR Department for recording purposes.
12. Any queries regarding Study Leave provisions should be directed to the relevant HR Partner.

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