

# Studies Assistance Guidelines

## Financial Assistance and Study Leave

May 2012

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## **1. OVERVIEW**

- 1.1 Treasury is committed to providing a work environment that fosters the professional and personal development of its staff.
- 1.2 The objective of studies assistance is to strengthen the capabilities of Treasury staff to deliver Treasury business.
- 1.3 The department provides support, in the form of leave and financial assistance, to staff undertaking study towards a qualification that will enhance their contribution to Treasury's Mission. Studies assistance is an integral part of Treasury's Professional Development Framework and is aligned with the Treasury people management systems.
- 1.4 These guidelines are based on the studies assistance principles at [Part A](#).

## **2. STUDIES ASSISTANCE**

- 2.1 The Secretary, or his delegate, may grant access to studies assistance. For the purpose of these guidelines, the Secretary's delegates are Treasury's general managers.
- 2.2 Studies assistance may be granted in the form of 'approval as a student only', or 'approval as a student with study leave and/or financial assistance' at the general manager's discretion, with reference to section 3.
- 2.3 Studies assistance may be granted to undertake study towards a tertiary or post graduate qualification of direct relevance to Treasury, as outlined in [Parts B](#) and [Part C](#). This includes CIT courses at a Certificate III level and above.
- 2.4 Approval of studies assistance is granted for a prescribed period of either an academic semester or academic year depending on the proposed institution's enrolment periods.
- 2.5 Applications for studies assistance addressing the criteria must be submitted for approval by the deadline advised for each semester to facilitate approval processes and divisional budgeting requirements. For Semester 1 this deadline is early January and for Semester 2, early June. The Human Resources Division (HRD) will advise of application dates each semester.
- 2.6 Late applications will only be accepted in exceptional circumstances, and will only be processed if accompanied by a written statement from the general manager supporting the exceptional circumstances.

## **3. GUIDANCE TO GENERAL MANAGERS**

- 3.1 Studies Assistance is discretionary. A general manager may grant studies assistance at any of the three levels:
  - approval as a student (see section 4);

- approval of study leave (see section 5); and/or
- approval for financial assistance (see section 6).

3.2 Note that the general manager may approve:

- partial financial assistance or study leave;
- study leave but not financial assistance; or
- financial assistance but not study leave - in deciding to approve financial assistance and no study leave the general manager should consider carefully the impact this may have on the employee's ability to successfully undertake their study commitments.

This kind of support may be considered appropriate where studies are deemed less relevant to Treasury business.

3.3 Where a proposed course of study is not relevant to Treasury business, neither study leave nor financial assistance should be granted.

3.4 Approval of studies assistance should be considered in the context of broader learning and development opportunities, taking account of operational requirements, departmental capability priorities and staff development needs.

3.5 In considering an application by an employee for studies assistance, the general manager shall consider the following:

- the relevance of the proposed course and qualification to Treasury with reference to [Part B](#);
- the institution where the employee will be studying and whether it is a recognised institution with reference to [Part C](#);
- the identified skills and career development needs of the applicant identified in recent performance appraisal and career development discussions taking into account previous study opportunities and results;
- the employee's performance - a high standard of work performance is expected of recipients. Where performance issues are identified, these issues should be addressed before studies assistance is approved;
- the employee's length of service, commitment and potential to contribute to Treasury and the APS in the longer term;
- the impact of the employee's absences for study leave on the operational work of the unit;
- the cost of the course, within the context of the divisional and group training budgets and departmental wide training;
- the transfer of skills and knowledge to other staff members;

- alternative ways for the unit or the individual to acquire this skill or knowledge. Students seeking to commence studies in Economics should be encouraged to undertake in-house Tertiary Studies such as the Graduate Diploma in Economic Studies and the Postgraduate Diploma in Economics and Commerce.
- studies assistance for graduates can only be approved from the beginning of their third rotation. In special circumstances, the General Manager may consider approving studies assistance for graduates during the second rotation after consultation with the General Manager Human Resources Division. In these circumstances the following criteria must be met:
  - the graduate can accommodate study commitments without impacting on the requirements of the Graduate Development Program, noting all modules of the Graduate Development Program are compulsory and must take priority over any external study;
  - the graduate can demonstrate their ability to manage work demands, the requirements of the Graduate Development Program and additional personal study;
  - the work area can accommodate the graduate being away from the office to undertake study; and
  - there are no performance issues.
- competing demands of other departmental, divisional or external training programs being undertaken by the employee. Studies Assistance would not normally be granted where the employee is undertaking Treasury’s Introduction to Law, Introduction to Economics, Graduate Diploma in Economic Studies and Postgraduate Diploma in Economics and Commerce courses;
- the development needs of the applicant with regard to Treasury’s Workplace Diversity Program;
- in the case of non-ongoing employees, the period of service in the department and the expected term of the employee’s employment with Treasury; and
- where an employee has an injury (work or non work related) that is likely to be exacerbated by increased work allocation, such as study, the general manager should contact the Organisational Wellbeing Team (x3258) to seek advice in relation to approval. Furthermore, if an employee sustains an injury (work or non work related) during the course of approved study, the manager should seek the advice from the Organisational Wellbeing Team (x3258) as to whether study should cease.

3.6 Clear documentation of the outcome and feedback to the applicant should be provided by the General Manager, as well as documented on the form, to avoid confusion during subsequent processes.

3.7 In the event that a general manager’s recommendation in relation to a studies assistance application does not comply with these guidelines, HRD may discuss the decision with the general manager.

3.8 Where a general manager's recommendation in relation to studies assistance is deemed to be inconsistent with these guidelines, creates an inequitable outcome, or is not in the interests of the department, the decision may be referred to the Group General Manager Corporate.

#### **4. APPROVAL AS A STUDENT**

4.1 In accordance with section 3.1, the delegate may grant 'approval as a student' to applicants proposing full time, part-time or off campus courses of study. 'Approval as a student':

- provides for compensation cover under the Safety, Rehabilitation and Compensation Act 1988 for approved paid leave (including approved leave during non-office hours, and travel) to attend or undertake study activities at an approved educational institution;
- provides for paid leave and travel time to attend compulsory examinations held during normal working hours;
- is a prerequisite for consideration for study leave under section 5; and
- is a prerequisite for consideration for financial assistance under section 6.

#### **5. STUDY LEAVE**

##### **APPROVAL**

5.1 Employees approved as a student in accordance with section 3.1 may be granted study leave during standard working hours (8.30am to 12.30pm and 1.30pm to 5.00pm).

5.2 Approval of study leave should be commensurate with the proposed mode of study and study load, and should be agreed and documented at the commencement of study. Generally, it would be expected that a full time employee would not undertake a course load equivalent to more than two standard university units per semester.

5.3 In calculating the amount of study leave to be granted, consideration will be given to:

- the mode of study (on campus/off campus and thesis)
- the number of subjects being undertaken;
- the length of the academic period/s
- the hours of formal face-to-face tuition required;
- the time required to undertake study related activities; and
- the effects of the granted leave on the work area operations.

5.4 For each unit the general manager may grant up to 1.5 hours (for off campus study) or 2.5 hours (for on campus study) study leave per semester week, up to a maximum of 5 hours

for two units, depending on the mode of study. In certain circumstances additional study leave may be granted in accordance with clauses 5.10, 5.11 and 5.16.

- 5.5 Any approved study leave in excess of that required for face-to-face tuition will be recorded as credit hours in the approved student's 'study bank' in ESS Aurion. It should be noted that study bank credits are not an entitlement and can only be accessed with their manager's approval having regard to the operational requirements of the unit. Study bank credits may be used for approved study activities and cannot be carried over from one enrolment period to the next.
- 5.6 Study leave will not normally be granted for units that the student has previously failed or withdrawn from, except where the failure or withdrawal was due to extenuating circumstances.
- 5.7 Approved study leave for part-time employees will be calculated on a pro rata basis. Approved students who commenced employment at Treasury mid-way through an academic period may also have their study leave calculated on a pro rata basis.
- 5.8 [Part G](#) provides information on accessing and recording approved study leave.

#### **STUDY LEAVE FOR ON-CAMPUS STUDENTS**

- 5.9 Paid study leave of up to 2.5 hours per unit, to a maximum of 5 hours for two units, may be granted to on-campus, non-thesis approved students for each week of the academic period (excluding term breaks, study breaks and exam periods) for:
  - formal tuition, including lectures, tutorials, practical and field work; and
  - use of accrued study bank credits for study-related activities including research, essay writing, examination preparation or compulsory residential seminars.
- 5.10 An employee approved for on-campus, non-thesis study who is undertaking a unit which requires 4 or more hours of formal face to face tuition per week may access paid study leave of 3.5 hours for the first unit and 2.5 hours for the second unit, to a maximum of 6 hours study leave per week.
- 5.11 An Indigenous employee approved for on-campus, non-thesis study may be granted paid study leave of 4.5 hours for the first unit and 2.5 hours for the second unit, to a maximum of 7 hours study leave per week.
- 5.12 The employee must immediately notify their manager if they are likely to miss any of their scheduled contact hours due to operational requirements. The manager may approve for the equivalent amount of study leave to be credited to study bank.
- 5.13 At the student's request, a general manager may, in special circumstances, approve for the full study leave allowance to be credited to study bank, to enable the student increased flexibility to access their study leave around operational requirements. In approving such arrangements the general manager must be satisfied that there are frequent, unavoidable operational requirements that will impact the student's ability to attend their regular

contact hours, and that the arrangement will genuinely enable the student to balance their work and study commitments more effectively.

- 5.14 For travel to and from study activities during standard work hours an approved on-campus student may be granted additional paid leave of up to three hours for each week of the academic period, in accordance with [Part D](#). Travel time may not be accrued.

### **STUDY LEAVE FOR OFF-CAMPUS AND THESIS STUDENTS**

- 5.15 In calculating the amount of study leave to be granted to off-campus and thesis students, consideration will be given to the actual study requirements. Thesis or research students are limited to claim study leave for up to a maximum academic period of 20 weeks. Approved off-campus and thesis students may be granted:
- up to 1.5 hours per unit (to a maximum of 3 hours for two units) for each week of the academic period in study bank credits (see section 5.5); and
  - up to five days (or 37.5 hours) leave for travel to and from, and attendance at, compulsory residential courses or seminars, or approved study activities that are essential for the successful completion of the student's scheme of study. Leave to attend residential days in excess of five days may be accessed from the student's accumulated study bank.
- 5.16 An Indigenous employee approved for off-campus or thesis study may be granted paid study leave of 2.5 hours for the first unit and 1.5 hours for the second unit, to a maximum of 5 hours study leave per week

### **TAILORED STUDY SCHEDULES**

- 5.17 Part time students who do not attend regular lectures, such as those undertaking 'flexible learning', compressed or intensive mode, or off-campus students who must attend regular lectures may have a tailored study leave and travel leave schedule approved by the delegate. The amount of study leave requested and approved should reflect the actual pattern of study times/days required, and must be agreed between the employee and their manager and noted on the application.

## **6. FINANCIAL ASSISTANCE**

### **APPROVAL**

- 6.1 Employees approved as a student in accordance with section 3.1 may be granted 'financial assistance' of up to up to \$2,750 per academic period to fund the approved educational expenses set out at section 6.2. No more than \$5,500 will be approved in one calendar year irrespective of the number of semesters or courses undertaken within that calendar year.
- 6.2 The general manager may grant 'financial assistance' for the following approved educational expenses:

- fees, including compulsory administrative, tuition or examination fees or other compulsory educational levies;
- fees deferred to the ATO via Higher Education Loan Programme (HELP);

6.3 To be considered for financial assistance an applicant must:

- be approved as a student under section 3.1; and
- provide an estimate of course costs.

The general manager may decide on the amount of financial assistance with reference to the selection criteria outlined in section 3.5, particularly that of relevance of study. Where studies are deemed less relevant to Treasury the general manager should consider approving a lesser amount of financial assistance. Where study is deemed to have no relevance to Treasury business, financial assistance or study leave should not be approved.

6.4 Financial assistance will not be provided for reimbursement of textbooks or other related reading materials, or any expenses associated with local, interstate or international travel or accommodation.

6.5 In exceptional circumstances, a student may request to 'frontload' their financial assistance. The circumstances where a student may be eligible to frontload are when:

- the student only has one double unit to complete for their qualification and this is not offered over two semesters;
- the course follows an unusual or intensive study pattern which results in the majority of course fees being incurred in one semester;
- the student and their General Manager agree that the bulk of their study should be undertaken in one semester to accommodate operational requirements (eg peak workloads such as Budget); or
- the student only needs two more units to complete their degree and it is more practical for them to undertake these in one semester (for example, a secondment or posting may be due to commence in the following semester).

6.6 Requests to frontload financial assistance into one semester need to be noted on the studies assistance application. The applicant's general manager will need to endorse such requests before submitting to HRD for consideration and processing. Late applications and retrospective requests to frontload will only be considered in special circumstances.

## **REIMBURSEMENT OF COURSE FEES**

6.7 Fees will only be reimbursed to students approved for financial assistance. To be reimbursed for fees, the student must successfully complete the course or unit/s and demonstrate that they have paid the expenses incurred. Reimbursements will be paid directly into the bank account used for the student's salary once the required documentation is supplied to the Studies Assistance Officer. Reimbursements should be claimed no later than four weeks after results become available.

6.8 Financial assistance is paid as a reimbursement to the student subject to:



- general manager approval of the study program for the specified enrolment period at the commencement of the study period;
- successful completion of the study;
- being a current and continuing Treasury employee on active service (not on leave); and
- providing the Studies Assistance Officer, HRD, with:
  - A statement of your results reflecting that you have successfully completed the approved units;
  - An invoice from your academic institution showing the financial liability for the completed units; and
  - Proof of payment of tuition fees, HELP debt or and any other enrolment fees. Depending on the method of payment you will need to provide one of the following; a BPay receipt or bank statement, credit card statement or a receipt or account statement from your academic institution or the ATO.

6.9 Treasury will only reimburse Higher Education Loan Program fees;

- when the student has opted to pay course fees up front; or
- where course fees have been deferred to the ATO, a voluntary payment of HECS-HELP or FEE-HELP has been made. In calculating the reimbursement, Treasury will incorporate a discount provided by the ATO for voluntary repayments;
  - If you make a voluntary repayment of \$500 or more you will receive a bonus of 5 per cent. This means your account will be credited with an additional 5 per cent of your payment. Please note the bonus is a percentage of the payment that you make, not a percentage of the outstanding debt. For Example:
    - Repayment of \$1,500
    - The amount of your voluntary repayment to the ATO is  $\$1,500/1.05 = \$1,428$
    - Your debt will be reduced by \$1,500
    - Your reimbursement from Treasury would = \$1,428
  - accordingly, Treasury will reimburse 95 per cent of the deferred fees, up to the amount of financial assistance approved. Tax withheld from salary for HECS-HELP or FEE-HELP repayments will not be considered as voluntary payment for reimbursement purposes. Students may be required to provide a HELP liability statement from the Australian Taxation Office (ATO).
  - for more information and HELP Voluntary repayment calculator please visit [ATO website](#).

6.10 The Studies Assistance Officer will send a Treasury Fringe Benefits Tax Form (3a/3b combined) for any HECS reimbursements. These forms need to be completed, signed and returned to the Studies Assistance Officer. Treasury will pay all Fringe Benefits Taxes incurred by studies assistance reimbursements.

6.11 Where a student is unable to submit the claim for reimbursement within four weeks of results becoming available they should notify the Studies Assistance Officer in writing

within the four week period.

- 6.12 Where reimbursements are submitted more than six months after the course is completed, written approval from the general manager will need to be provided to the Studies Assistance Officer before the reimbursement will be considered.
- 6.13 Reimbursements outstanding one year after the date of course completion will be deleted and cannot be claimed, unless exceptional circumstances were notified and approved under section 6.11, 6.18 or section 7.
- 6.14 The delegate may waive the requirement to successfully complete units to receive payment of financial assistance where the failure or withdrawal from a unit, or units, was due to extenuating circumstances.
- 6.15 Approved students who commence employment at Treasury mid way through an academic period may have their reimbursement calculated on a pro rata basis.

#### **DIVISIONAL FUNDING OF FINANCIAL ASSISTANCE**

- 6.16 Financial assistance will be funded by the staff member's home division at the time of application, unless the Studies Assistance Officer is advised otherwise.
- 6.17 Where an employee changes divisions prior to completing an approved course of study, and particularly where the student departs the division within three months following approval, the delegate in the receiving division will generally agree to fund the approved financial assistance, by notifying the Studies Assistance Officer of the relevant cost centre via email.
- 6.18 Information on funding arrangements for employees on secondment, exchange or temporary placement is available in the [Secondment Guidelines](#). Treasury employees on secondment, exchange or temporary placement to another agency would continue to be funded from within their home division, subject to approval from both agencies and subject to resumption of duty. Financial assistance can only be reimbursed when the staff member returns to service at the conclusion of the secondment, exchange or temporary placement.

### **7. INTERACTION WITH OTHER LEAVE TYPES**

#### **LEAVE WITHOUT PAY FOR FULL TIME STUDY**

- 7.1 Leave for study purposes may be accessed under the Treasury Leave Guidelines. Financial assistance for study undertaken while on leave without pay can only be reimbursed when the staff member returns to service

#### **MATERNITY AND PARENTAL LEAVE**

- 7.2 Employees are not eligible to access study leave whilst on paid maternity or parental leave.
- 7.3 Financial assistance for study undertaken while on maternity or parental leave can only be reimbursed when the staff member returns to service.

## **8. ADMINISTRATION**

8.1 Under the direction of the General Manager HRD, the Studies Assistance Officer is responsible for the general administration of the Studies Assistance Guidelines. The Studies Assistance Officer will:

- coordinate the application process;
- ensure all applications comply with the Studies Assistance Guidelines;
- keep records of applications, including courses of study and amount of funding requested; and;
- process all claims for reimbursements, once results and receipts have been received.

Applicants and approved students should also keep a copy of all their studies assistance paperwork.

8.2 For further information about Studies Assistance or PGSAs, please contact the Studies Assistance Officer in HRD (x3054).

## **PART A - STUDIES ASSISTANCE PRINCIPLES**

The development of studies assistance principles provides guidance to managers and staff about departmental expectations for the implementation of studies assistance.

- Studies assistance is designed to assist staff to develop their capabilities in delivering Treasury business.
- Approval of studies assistance is to be considered in the context of broader learning and development opportunities, taking account of operational requirements, departmental training priorities as well as staff development needs.
- In keeping with the principle of acknowledging private benefit, text books and travel expenses will not be reimbursed.
- Where performance issues are identified, these issues should be addressed before studies assistance is approved.
- Studies assistance is to be approved by the general manager. HRD will coordinate advice to all general managers on any issues/concerns regarding proposed approvals.
- Studies assistance to be approved at various levels taking account of the capacity of the applicant to meet the studies assistance criteria:
  - approval as a student only (covered by workers compensation and time off for examinations).
  - approval for time off work to attend lectures and/or study but no financial assistance.
  - approval for financial assistance and time off work to attend lectures/study.
- Study leave to be approved commensurate with the proposed study load, with leave arrangements agreed and documented at commencement of study.

## **PART B – GUIDE TO STUDIES RELEVANT TO TREASURY**

### **RECOGNISED QUALIFICATIONS**

For the purpose of these guidelines, a recognised qualification is defined as:

- a tertiary or undergraduate qualification at a recognised educational institution. This includes CIT courses at a Certificate III level and above, Bachelor Degree, and Honours Degree.
- a post graduate qualification at a recognised educational institution. This includes a Graduate Certificate, Graduate or Postgraduate Diploma, Masters Degree or PhD.

Short courses, such as a Certificate II or below or external training courses should not be processed under studies assistance. Assistance for these courses may be requested by completing an online [External Course Nomination Form](#).

### **RELEVANT FIELDS OF STUDY**

|  |                                       |
|--|---------------------------------------|
| Accounting                             | Information Management and Technology |
| Actuarial Studies                      | International Law                     |
| Business Administration and Management | International Relations               |
| Commerce                               | Law                                   |
| Economics                              | Mathematics                           |
| Econometrics                           | Public Policy                         |
| Finance                                | Statistics                            |
| Human Resource Management              | Taxation                              |

### **Professional Qualifications**

There is no presumption that Treasury will fund studies assistance for professional qualifications or memberships for lawyers, accountants or actuaries. If the professional qualification and the units undertaken towards the qualification obtained are highly relevant to the applicant's current role the application may be considered by the general manager. In such cases, the reason for approval should be clearly stated on the application form.

### **Legal Workshop**

Where employees are approved to undertake the professional qualification Legal Workshop/Graduate Diploma in Legal Practice, they will be approved on a single approval minute for the duration of the course, and will be entitled to study leave and financial assistance as outlined below:

- Study Leave: 48 hours of study leave in the form of study bank credits plus five residential days;
- Financial Assistance: a maximum of \$5,500 for the entire course.

## **PART C – RECOGNISED EDUCATIONAL INSTITUTIONS**

For the purpose of these guidelines, a recognised institution is defined as an Australian:

- University;
- Institute of Technical and Further Education (TAFE) including the Canberra Institute of Technology (CIT); or
- another educational institution (may include overseas institutions) that the general manager has approved. Applicants may be required to demonstrate that study at particular institutions is of relevance and value to the department.

## **PART D – TRAVEL TIME**

Students may be eligible for travel time to attend scheduled contact hours and examinations between 8:30am - 12:30pm and 1:30pm - 5:00 pm Monday to Friday.

Travel time by car is calculated as follows:

- |   |            |
|---|------------|
| ■ Parkes to/from CIT (Reid & Southside Campus)  | 15 minutes |
| ■ Parkes to/from Australian National University | 15 minutes |
| ■ Parkes to/from University of Canberra         | 20 minutes |

The Studies Assistance Officer will make individual calculations for employees travelling by other modes of transport. Generally travel time would not exceed 30 minutes each way. Where an employee elects to utilize a mode of transport that results in over 30 minutes of travel, the employee may access flex or TOIL or annual leave for the travel time required in excess of 30 minutes, subject to manager approval.

## **PART E – INSTALLATION OF STUDY RELATED SOFTWARE**

The installation of study related software on work computers is not offered under Treasury's studies assistance. Treasury IT Security Policy does not allow for the installation of non-Treasury software on Treasury IT resources.

Treasury's IT Security Policy is available on the [intranet](#).

## PART F – APPLICATION PROCEDURES

1. A prospective applicant should read the guidelines and self assess against the criteria for approval of studies assistance (section 3).
2. The prospective applicant needs to plan the study pattern for the year, determine which courses they need to apply for in each approval round, and then obtain enrolment details for the proposed course/s, including course costs and attendance requirements.
3. Applications for proposed courses commencing from mid January to late June should be reflected in the Semester 1 application. Courses commencing between July and mid January should be submitted on the Semester 2 application. Applicants intending to study during seasonal sessions such as summer and winter sessions should ensure that these are reflected in the relevant application.
4. The prospective applicant should then print off and complete the [Studies Assistance Application Form](#), and submit it to their manager for approval. The manager should discuss the applications with the general manager taking into account section 3. If approved, both the manager and general manager should sign the application and forward to the Studies Assistance Officer.
5. If the applicant is seeking financial assistance, the Studies Assistance Officer will record the cost centre on the application based on the applicant's home division.
6. The Studies Assistance Officer will prepare a spreadsheet of group applications and distribute this to the general managers for final checking.
7. The Studies Assistance Officer will provide written approval to the applicant, the applicant's immediate manager and the applicant's general manager; advising the approved study program and leave entitlements.
8. The student and manager should agree, and document leave arrangements outside of attendance at lectures and tutorials (section 5.5).
9. Approved part-time students can then access study leave as reflected in the approval minute to attend lectures, tutorials, etc as indicated in the approval notice and should access and record study leave in accordance with [Part G](#).
10. Approved students are obliged to inform their manager and the Studies Assistance Officer in writing of any course variation (including timetable changes) as soon as practically possible. The approved student should inform the Studies Assistance Officer if they are leaving the department or ceasing study for any reason.
11. Within 4 weeks of completion of the course, approved students should claim reimbursement in accordance with section 6.
12. The divisions will fund all reimbursements for financial assistance. However, the Studies Assistance Officer will centrally manage the process.

## **PART G – GUIDANCE FOR ACCESSING STUDY LEAVE**

### **SCHEDULED STUDY LEAVE**

Scheduled study leave is recorded on the Studies Assistance approval minute and includes leave to attend scheduled contact hours, leave to attend compulsory residentials and travel time. Students **do not** need to apply through ESS Aurion to access scheduled leave, as this will be recorded on the approval minute, but should record this on flex sheets (if applicable). Scheduled leave includes:

#### **Leave to Attend Scheduled Contact Hours**

To access leave to attend scheduled contact hours a student should ensure that their study timetable is listed correctly in their Studies Assistance approval minute. It is important that the Studies Assistance officer is advised of any changes to a student's study timetable as these may result in changes to their study bank balance.

In order to reduce the administration associated with applying for leave through ESS Aurion each week, leave to attend contact hours scheduled during business hours is automatically deducted from a student's study leave balance.

Leave to attend scheduled contact hours should be recorded on flex sheets as 'Study Leave'.

#### **Leave to Attend Compulsory Residentials**

To access leave to attend a compulsory residential, a student should ensure that the correct dates are listed in their Studies Assistance approval minute. Residential leave **is not** deducted from the student's accumulated study bank. Leave to attend compulsory residentials should be recorded on flex sheets as 'Study Leave'.

#### **Travel Time**

Travel time is recorded on the Studies Assistance approval minute in accordance with [Part D](#). Approved travel time should be recorded on flex sheet as 'Other' leave.



## **NON-SCHEDULED LEAVE**

Non-scheduled leave is all leave other than that indicated in the written approval provided by the Studies Assistance Officer. It includes study bank leave (section 5.5) and examination leave (section 4.1). Students should provide a reasonable period of notice and obtain approval from their manager prior to accessing non scheduled leave.

### **Study Bank**

Study bank credits will be applied to each student's ESS Aurion leave credits at the beginning of each semester, and are calculated using the following formula: Total Study Leave Granted – Total Contact Hours (during business hours) = Study Bank Credits. Where a student's contact hours equal or exceed the total amount of study leave granted, there will be no credits available in study bank. To access study bank credits, students should discuss the proposed leave with their manager and apply through ESS Aurion. The student's manager approves the leave. The employee should reflect the leave in the flex sheet as 'study leave'.

Study bank credits are not carried over to the next academic period.

### **Examination Leave**

To access examination leave, students should seek approval from their manager via email, under section 4.1. Examination leave is not deducted from the student's accumulated study bank however should be recorded in the flex sheet as 'study leave'. Travel between work and the examination venue is available in accordance with [Part D](#).