

STUDY LEAVE POLICY

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APPROVALS

This document has been approved by:

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Remuneration Committee	28 February 2014	V1
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N.B: the version of this policy posted on the intranet must be a PDF copy of the approved version.

DOCUMENT STATUS

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RELATED DOCUMENTS

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1.0 POLICY OVERVIEW

1.1 Purpose

The principles of this policy apply to all staff employed by Dudley CCG that are undertaking a development activity that is sponsored by the organisation in time or money. This policy supports Dudley CCG in the need to provide a competent workforce to ensure the delivery of flexible, high quality, evidence based services that enable users of the service to achieve recovery.

The CCG supports the development of a learning culture within the organisation where staff learn from both positive and negative experiences and where learning is shared across the organisation.

Dudley CCG supports the importance of ensuring access to learning for all staff and will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity and provide for good relations between people of diverse groups, in particular on the ground of the following characteristics protected by the Equality Act (2010), age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

1.2 Who this Policy Applies to

The policy applies to all staff that are employees of the organisation in either a permanent, fixed term or temporary post.

1.3 Key Principles

Training needs are identified through three different routes:

- Mandatory Training needs identified by the HR Team against the CCG agreed Mandatory Training modules.
- Organisational development needs identified through strategic planning and service development initiatives.
- Individual development needs identified through appraisal and the Personal Development Review Process (PDR).

The policy provides guidance to managers and staff on determining the priorities given to education, training and continuing professional development opportunities both within the CCG and externally to the organisation.

The policy supports the CCG in ensuring effective use of resources by providing a structured approach to prioritisation and decision making around education, training and continuing professional development. It also aims to reinforce the CCGs aim to achieve and maintain mandatory training compliance strengthening assurances in relation to safe practice and quality improvement.

The key principle of the policy is to operate a consistent approach to offering staff access to education, training and continuing professional development opportunities within the context of supporting core business of the CCG and achievement of organisational objectives.

2.0 THE POLICY

2.1 Definition of Study Leave

2.1.1 Study leave is defined as an education, training or development activity which requires the individual to have paid absence from their usual work duties in order to complete this. This includes education, training or development activities that have funding requirements or resource implications.

2.1.2 The most common examples of study leave are to facilitate participation at courses and events, but it might also include, in negotiation with their line manager, private research, revision, taking examinations, e-learning, shadowing or completing a placement.

2.2 Internal Study Leave

2.2.1 This includes all internal training delivered as part of the CCG Training Plan and is booked through the internal booking process.

2.3 External Study Leave

2.3.1 This includes all training that is accessed externally to the organisation.

2.4 Mandatory Training Requirements

2.4.1 Compliance with mandatory training is the first priority for all employees and agency staff in order to ensure they are equipped with the knowledge and skills required to manage risks and to ensure the maintenance of high standards throughout the delivery of services.

2.4.2 To apply for external study leave employees are required to sign a declaration confirming that they are compliant with mandatory training and that they agree to maintain this.

2.4.3 For clarity the following are Mandatory and Statutory training and are all required to be completed annually with the exception of Equality and Diversity which is required every 3 years.

Mandatory or Statutory	Course	Training delivery
Statutory	General Health and Safety	E-learning or Face to Face
Statutory	Manual Handling	E-learning or Face to Face
Statutory	Fire Safety Awareness	E-learning or Face to Face
Mandatory	Display Screen Equipment	E-learning or Face to Face
Mandatory	Equality and Diversity	E-learning or Face to Face
Mandatory	Information Governance	E-learning or Face to Face
Mandatory	Safeguarding (level 1) Children and Adults	Face to Face or information leaflet
Mandatory	CPR	Face to Face

2.5 Procedure

2.5.1 All requests for study leave should be made to line managers in the first instance. Managers will be able to provide their initial support for internal or external study leave whether in funding or in time. If there will be a cost to the organisation in either funding or time, the application will need to be authorised by finance and the appropriate Director for the team before study leave is granted. This includes any conferences attended as part of personal or professional development

2.6 Internal Study

2.6.1 For the purposes of statutory and mandatory e-learning training staff are not required to request study leave. If this training takes place externally or requires time to attend workshops, staff should liaise directly with their manager as to the appropriate time to attend this training.

2.6.2 For any other internal training staff should request permission from their line managers to attend training.

2.7 External Training

2.7.1 Any training that takes place outside of statutory and mandatory training requirements or outside of the workplace, staff should follow the procedure outlined below. Examples of external training may include (but not limited to):

- One day development course
- Lectures
- Seminars
- Conferences
- Externally funded development courses
- NVQs and related qualifications
- Programmed courses
- Degree
- Diploma
- Professional qualifications
- Academic examinations

2.8 Principles

2.8.1 All requests for external training that require payment for funding or time will be considered on its own merits, training will fall into one of the below 3 categories:

1. Professional development as part of current role, as identified in PDR
2. Professional development for future role(s)
3. Personal development outside of role

2.8.2 Under all principles staff will be required to formally apply for study leave if support is required by the CCG in terms of funding or time. The form for applying for study leave is attached in Appendix 1.

2.9 Considerations

2.9.1 The request for study leave is not confirmation that the organisation will support the request and arrangements for external training should not be finalised until confirmation of support for funding or time is received by the Director. Reasons for declining a study leave request include, but are not limited to:

- Request does not meet the principles outline within this policy
- Request does not meet the conditions outlined within this policy
- Burden of additional costs
- Planned structural changes
- Detrimental effect on ability to meet business demands
- Inability to reorganise work among existing staff
- Detrimental impact on quality

3.0 PROCESS

3.1 Line Management

- 3.1.1 Once the request for study leave is received by the line manager acknowledgement of receipt should be provided in writing to the employee as soon as possible. Managers should then arrange to meet with the employee and discuss the request and ascertain which principle (above) the request falls under. A decision for line manager support should be communicated in writing within 5 working days of the meeting by the completion and return of the study leave form
- 3.1.2 If the line manager provides support for the request, the application should be forwarded to the appropriate Director and HR to be formally approved.
- 3.1.3 If the line manager declines support for the request, this should be communicated in writing within 5 working days and should provide the reasons for the request being declined. Reasons for declining study leave requests are outlined above and managers should provide rationale for not supporting the requested study leave.
- 3.1.4 If the study leave request is declined, the employee has 5 working days upon receipt of the decision to appeal. Appeals should be made in writing to the line manager directly, or where this is not possible, to the next senior manager. The appeal should clearly identify the reasons for appeal and why the employee believes the study leave should be approved. Managers should confirm receipt of the appeal within 10 working days, and conclude the appeal within 28 calendar days upon receipt of the appeal.

3.2 Director Approval

- 3.2.1 Study leave requests that gain initial line management support for funding or time should be submitted to the appropriate Director (unless Line Manager is a Director) for the request to be authorised by the budget holder. It is important that at this stage a copy of the form is also shared with the HR team to enable the CCG to track study leave requests and ensure consistency of application of the policy.
- 3.2.2 Requests should be assessed on their own merit and should comply with the Principles and Conditions outlined within this policy. Requests can be approved for time or funding, or both. Director decisions should be clear as to what has been approved. For the avoidance of doubt, if this has not been communicated then it should be assumed that only time requests have been approved, and the organisation will not be obliged to fund external training.
- 3.2.3 Decisions from the senior team should be communicated to the line manager within 5 working days. For requests that are approved, the line manager should work with the

employee to make and confirm arrangements for external training. For requests that are declined, the senior manager should provide rationale to the line manager who will put this in writing to the employee within 5 working days.

3.2.4 Directors have the option to discuss the request with other Senior Managers (at Senior Management Team) before making a final decision.

3.2.5 There is no appeal process for requests that are declined by the senior team.

3.3 Conditions

3.3.1 An employee will be expected to remain employed with the CCG for a period of at least 12 months from the date on which a qualification was obtained or the course study ended if the CCG has funded the development. If the employee resigns from the post before the end of this period they may be required to repay all or part of the expenses paid by the CCG.

3.3.2 The continuation of any study leave or funded approved will be dependent on satisfactory progress during the course of study. This may be judged by such things as regular attendance, the passing of examinations and by the receipt of favourable reports from the educational institution involved. Where staff fail to attend, fail to show commitment and effort to the completion of the course the CCG reserves the right to remove its support for the study leave and funding and may request repayment of the funding.

3.3.3 Employees are responsible for providing evidence of their yearly, modular or exam results to their manager where this is appropriate. These will be retained with copies of the Study Leave Application and placed on the individual's personnel files.

3.3.4 Employees must be made aware, before undertaking a course of study, that if they do not complete the course, or voluntarily leave the organisation, they may be required to repay costs in full if the reasons given are not deemed to be satisfactory.

3.4 Levels of Support

3.4.1 The following conditions will be made in relation to the study request:

Type of development	CCG funded	Time off
Professional development required as part of current role, as identified in the PDR	Full funding	Paid time off
Professional development for future role(s)	Part funding depending on cost	Reasonable paid time off
Personal development outside of role	No funding available	Negotiable time off

3.5 Repayment of Fees

3.5.1 Repayment of fees for externally funded courses will be payable on the following circumstances:

Departure	Payback	Conditions
During study paid for by CCG	100%	Paid back within period already completed e.g. if a qualification lasting 6 months and already completed 3 months then payback should not be longer than 3 months
Departure within 6 months of completion	50%	This applies to on-going courses as detailed in section 3.3. Payment should be made to the CCG within the period already completed
Departure within 1 year of completion	25%	This applies to on-going courses as detailed in section 3.3. Payment should be made to the CCG within the period already completed

3.5.2 The pay back of any associated costs e.g. books may also be requested for payback where the individual leaves or does not complete the funded course.

3.5.3 The organisation reserves the right to deduct any costs owing from the employee's final salary, and where necessary will look to recoup any costs owing through legal processes.

3.5.4 The employee agrees to this term by signing the Study Leave Request.

3.6 Equality Statement

3.6.1 In applying this policy, the organisation will have a due regard for the need to eliminate unlawful discrimination, promote equality of opportunity and provide for good relations between people of diverse groups. In particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, in addition to offending background, trade union membership or any other personal characteristic.

Appendix 1 - Study Leave Approval Form

The nature of support that can be requested through the study support mechanism may include;

- A financial contribution to the cost of the course, with agreement that should the employee leave the CCG employment within a certain timeframe a proportion of the support may need to be repaid
- Paid and/or unpaid leave to attend tuition, classes or seminars
- Paid and/or unpaid leave to complete assignments or coursework
- Paid leave to attend examinations
- Reasonable travel expenses to attend tuition, classes or seminars

Section 1 – Applicants Personal Details						
First Name			Last Name			
Assignment No <i>(This is on your pay slip)</i>			E-mail			
Job Title			Business Area			
Line Manager			Budget Holder			
Section 2. Details of learning activity						
Learning activity, <i>i.e. course title</i>			Start Date		Finish Date	
Organiser or provider						
Location, <i>with full address</i>						
Time will you need to complete the course?				Additional information		
<input type="checkbox"/> Full day release	M	T	W	T	F	
<input type="checkbox"/> Half day release	M	T	W	T	F	
<input type="checkbox"/> Evening only	M	T	W	T	F	
<input type="checkbox"/> Self-directed study						
<input type="checkbox"/> Weekend seminars						
<input type="checkbox"/> Summer school						
<input type="checkbox"/> Exam/study leave dates						
Section 3 – Course Suitability						
Please give your reasons why you feel this course is suitable for support from the CCG. <i>e.g. What difference will the qualification make to the type of work that you could undertake?</i>						

<p><i>Why have you chosen this particular course provider? What relevance do the subjects have to your current job or any new business projects that have been proposed?</i></p>	
<p>Please provide an outline of how this course will support your Continuous Professional Development (CPD)</p>	

Section 4 – Nature of support requested and estimated course costs

Nature of support requested	Paid	Unpaid	Details of request
Leave to attend tuition, classes or seminars	<input type="checkbox"/>	<input type="checkbox"/>	
Leave to complete assignments or coursework	<input type="checkbox"/>	<input type="checkbox"/>	
Paid leave to attend examinations	<input type="checkbox"/>	<input type="checkbox"/>	
Financial contribution to the cost of the course	<input type="checkbox"/>	<input type="checkbox"/>	

		Full Amount	Additional Information
What are the estimated costs associated with your attendance on this course?	Course Registration Fees	£	
	Tuition Fees	£	
	Residential Fees (e.g. Summer Schools)	£	
	Books	£	
	Travel expenses (estimated)	£	
	Additional Examination Fees	£	

NB The omission of costs at this stage may restrict the level of reimbursement
Please ensure that once agreed, travel requirements are submitted to the Office Manager/Deputy Office Manager to arrange.

Section 5 – Line Manager Support (To be completed by the applicants manager)

Please give your reasons why you feel the subjects covered in this course are relevant to the applicant's current job, their potential career development and/or new business projects currently proposed

Current role	
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Future role	
How will the proposed attendance arrangements affect your section or Division?	
Section 6 - Applicants signature	
<i>I have read and accept the conditions to the Study Leave available to staff on the CCG intranet and by signing below also agree to repay costs incurred by CCG should I leave within the timeframe specified within the policy.</i>	
Employee signature (electronic signature accepted)	Employee Name (please print) Date:
Manager support approval	
Budget Holder Signature	Date:
To be completed Director	
Approval / Rejection letter sent	Undertaking to Repay signed & returned
	Fees Request Letter sent
	Exam results received

Once completed please send this form to your Director and the HR team.

Appendix 2 - Study Leave Flow Chart

