# UNPAID STUDY LEAVE POLICY

This template policy is intended to assist member businesses develop their own workplace policy. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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# UNPAID STUDY LEAVE

Date of issue:

Policy approved by:

Contact person:

## 1 PURPOSE

The purpose of this policy is to establish procedures and guidelines for employees who wish to apply for study leave.

## 2 APPLICATION

This policy applies to all employees of [INSERT COMPANY NAME], except casual employees.

The policy is not intended to override the terms of any award, enterprise agreement or contract that applies to an employee.

## 3 POLICY

**[INSERT COMPANY NAME]** recognises the value, to both the individual and the company, that further education can provide. Therefore **[INSERT COMPANY NAME]**, at its sole discretion, may provide study leave support for employees undertaking study towards a formal qualification (related to the inherent requirements of their role) of up to two paid days per semester for full time employees for the purposes of exam preparation and attendance.

Part time employees may also, at **[INSERT COMPANY NAME]**’s discretion, access the pro-rata equivalent of two days per semester.

At its discretion, **[INSERT COMPANY NAME]** will consider unpaid study leave requests or staff may elect to apply for another relevant leave type, such as annual leave.

Study Leave is provided at **[INSERT COMPANY NAME]**‘s discretion and therefore does not accrue and is not paid out on termination of employment.

## 4 PROCEDURE

An application for leave of absence should be submitted to your manager for approval prior to the commencement of leave. Approval is at the discretion of the relevant manager.

## 5 CHANGES TO POLICY

**[INSERT COMPANY NAME]** may amend or vary this policy from time to time. Employees will be notified of any change.

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

 I have received, read and understood the policy

 I am required to comply with the policy; and

There may be disciplinary consequences if I fail to comply, up to and including the termination of my employment.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: