

Merri Creek Management Committee Study Leave Principles

Approved by the Executive Sub-Committee 16 April 2002
Approved by the full Committee on 16 May 2002

Background:

MCMC's EBA 2 states that:

"In addition to all award entitlements, all full time employees shall be entitled to study leave for career development. The course of study shall not necessarily relate to the job currently undertaken by the employee however it must be genuinely related to qualifications for a chosen career of the employee. Such leave shall be additional to employer-provided job related training.

Study leave will only be granted in accordance with agreed principles that will be developed between the parties through the MCMC Consultative Committee (within 3 months of certification of this agreement). The purpose of these principles is to ensure transparency and equity in dealing with each case on an individual basis while ensuring that the needs of the organisation are recognised and met.

This provision would not affect any existing arrangements relating to this matter."

MCMC's Consultative Committee and the Executive Sub-committee acknowledge that the Study Leave Principles, which currently only apply to full time employees, as specified in EBA2, should also apply to part time employees.

Recommendation: That MCMC's Consultative Committee pursue an amendment of EBA2 to include part time as well as full time employees.

Study Leave Principles

Study leave is unpaid leave unless paid leave is granted.

There is no qualifying period of employment, so a new employee is immediately eligible.

Applications for study leave must be lodged with the staff member's departmental manager at least 4 weeks before any associated leave commences.

Study leave will only be approved for periods up to 12 months at a time, but applications should include an anticipation of the total length of the study period.

Study leave needs to be at a mutually agreeable time, and individuals need to discuss with their supervisor how their absence will be covered.

At least 50% of study time must be in the employee's own time.

In kind support for study may be granted (for example for internet access and photocopying at MCMC's office) but there will be no monetary contribution for materials etc.

Study Leave will only be granted:

- Subject to the approval of the staff member's Departmental Manager and the Executive Subcommittee,
- Where the Executive is satisfied that MCMC's operational requirements can still be met.

Any dispute arising in relation to Study Leave should be dealt with according to clause 21 of MCMC's EBA 2.

Paid Study Leave

As part of the weekly entitlement, paid Study Leave may be granted to help a staff member undertake a recognised course of study or component thereof which would benefit the individual's work at MCMC. The course of study to be undertaken needs to be directly relevant to the individual's job at MCMC, and the individual needs to demonstrate how the study leave would benefit MCMC.

See Over Page for Guidelines for Paid Study Leave

Guidelines for Paid Study Leave:

Paid Study Leave will only be granted where the proposed study cannot be covered by the individual's annual training allowance.

Paid Study Leave for full-time employees will be a maximum of 4 hours per week during Semesters or 104 hours a year which, if agreed, may be taken at a rate of more than 4 hours a Semester. The Paid Study Leave time is pro rata for part time employees.

Further hours may be allowed for employees who have been with MCMC for 6 years or more.

If appropriate the individual may be required to provide a report or presentation at the end of their study leave to familiarise other staff members with the information/skills learnt.

Staff may also apply for unpaid Study Leave for career development.