



# Enable Ireland

## STUDY LEAVE POLICY

- **Current Version Date: 28.07.2022**
- **Current Version Number: V4**

## **Introduction**

Enable Ireland encourages people to develop their skills through on the job training, courses in service, external training and self-development programmes.

Enable Ireland is committed to supporting the ongoing development of employees in line with the strategic objectives of the organisation and the performance plans of the individual.

## **Scope**

This policy applies to all employees of Enable Ireland.

## **Applying for Study Leave**

Enable Ireland employees may apply for study leave for courses on the basis that the education or training course being undertaken by the employee had an added value to Enable Ireland as an organisation or has a career development or promotional aspect for the particular employee that is relevant to their job/work role. An NSF member will decide if a chosen course is deemed relevant for approval of leave in accordance with this policy.

All applications for the approval for study and exam leave should be put in writing to your Line Manager. This application should be made at least 4 weeks in advance of the date of commencement of leave (see **Appendix 1**). Applications will be approved at the discretion of the relevant NSF Member on a case by case basis.

## **Entitlement**

Employees participating in approved courses are entitled to apply for a maximum of five days study leave for full time employees/pro rata for part time employees per annum in agreement with your Line Manager. The duration of the course will be considered when time is being approved.

In addition to this study leave employees may apply for exam leave on the basis of a half day per exam to a maximum of two and a half days per annum (see **Appendix 2**).

There will be no study leave or exam day leave entitlement for repeat exams. All study leave or exam day leave must be recorded via People XD.



