

STUDY LEAVE FOR PROFESSIONAL EXAMS AND/OR FURTHER STUDY

PURPOSE

- a) THE COMPANY is committed to facilitating the professional and academic development of its employees. This policy is evidence of that commitment AND allows employees to apply for time to be able to sit for exams. The Company also recognises that the company services individual clients as well as operates a business for which employees are required to continue to be able to perform their duties.

SCOPE

- a) Study Leave afforded by THE COMPANY through this policy is granted as a discretion ONLY.
- b) This Policy covers the conditions of Study Leave and the conditions governing access to such leave.
- c) Time for attending exams will be taken as annual leave from the employees' holiday leave entitlement and as such is paid leave of absence from work afforded to employees for the sole purpose of exam time.
- d) Permission to work remotely during this time is also at the discretion ONLY and if time to attend exams is permitted it is not necessary that the employer can also accommodate the ability to WFH, the needs of the business will remain primary factor in consideration of requests which an employee must recognise may be made by several people at the same time.

POLICY FOR STUDY LEAVE

- a) To be eligible for exam or study leave an employee must have passed their probation period or under management discrepancy.
- b) Employees may take the time required to attend the exam, this should be either has a half day or full day if there are two or more exams (subject to evidence of timetabling). As the company operates working hours that are UK office times, any exams that are timetabled prior to the workday do not require an application for leave, any time on the same day after such exam will require an application for leave.
- c) Study leave is not an entitlement and will be facilitated at the sole discretion of the company.

- d) Study Leave or leave to attend exams must be approved by the Director
- e) An application for study leave or exam leave must be made no later than 2 month prior to the scheduled start date for any exam or assessment, this needs to be made in writing and to the HR Manager.
- f) Study leave is leave of absence from work afforded to all employees for the sole purpose of preparations for exams.
- g) Any leave required must be taken from an employee's annual vacation leave entitlement. Any casual leave taken at this time will be only awarded should such leave have been accrued.
- h) This policy also applies to any work from home requests during the exam timetable which will be permitted only for the day preceding the exam as a maximum.
- i) To be approved Study Leave must not pose scheduling difficulties for any other employee or hinder the normal operations of the business in anyway. Employees must note that while every effort will be made to grant requests for study leave, not all will be facilitated.