

Time Off for Study and Exams Policy

Contents

1. Introduction	1
2. Who is Covered by This Policy?	1
3. What Time Off is Available?	1
4. Pay During Time Off	3
5. Requesting and Recording Time Off.....	3
6. Further Information and Support.....	3
7. Policy Review	3

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1. Introduction

At Strathclyde we're committed to helping our staff develop. We know it helps improve both individual and organisational performance, so we want to support you if you're doing a course or programme of study that will help you develop skills relevant to your current role or will help you prepare for future roles.

It's your legal right to a reasonable amount of unpaid time off for training, but at Strathclyde we want to go further than this by giving you a reasonable amount of paid time off.

In this policy, you'll find more information about what time off is available, what pay you'll receive, how to request time off, and more.

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#).

2. Who is Covered by This Policy?

This policy applies to all employees of the University who are undertaking a course or programme of study leading to a qualification such as an HNC/HND, Degree, Postgraduate Diploma and so on.

If you're thinking of doing your course/ programme at Strathclyde, you may also be eligible to receive a discount on your tuition fees. Please see our [Staff Tuition Fees Discount Policy](#) for more information.

And remember, providing its agreed in advance with your manager, we'll always give you time away from work to attend any in-house or external training events run by our [Organisational and Staff Development Unit](#).

3. What Time Off is Available?

If you're thinking about doing a course or programme of study, you should always discuss this with your manager first, before enrolling, to see what support may be available. This can be done during your annual [Accountability and Development Review](#), but it can also be done at any other time.

You should discuss with your manager why you want to do the course and what you think the benefits are for you and the University. It's also good to give them an idea of how much time off you think you'll need, to discuss any potential impact on your ability to perform your normal duties, and how this might be minimised.

Managers should read the accompanying [Manager FAQs](#) (staff login required) and seek advice from their [HR Team](#) if needed.

Attending Classes

After discussion, your manager will confirm how much time off you can take during the year to attend the course/programme. There is no set 'entitlement': how much time off your manager gives you, and whether it is paid or unpaid, will depend on the circumstances including:

- How much time is needed.
- The relevance of the course of study to your role/ possible future role
- The likely impact on your normal duties at the University and on the work of your department. For example, are you able to rearrange your working hours around your commitments or make up the time?
- Any other time off already given to you for study.

Exams and Study

In addition to a reasonable amount of time off to attend the course/ programme, we'll also give you:

- Up to one day's paid leave for each exam and
- Up to one day's paid leave to study for each exam.

If you think you'll need more time than this, then you can request unpaid leave or use annual leave.

Once enrolled, your manager may ask for evidence of your enrolment.

Managers should consult with their Head of Department in all cases before authorising paid leave. Advice is also available from their HR Team.

4. Pay During Time Off

Your manager will agree with you how much of the time off will be paid. If we can only agree to some of the time off being paid, we'll try to support you by considering arrangements which may limit the impact on your pay wherever we can. For example, it may be possible for you to make up the time, take annual leave or, where your role allows, rearrange your working hours around your commitments.

5. Requesting and Recording Time Off

To allow your manager to plan effectively, we ask you to give them as much notice of leave requests as possible.

Managers should contact their HR Team to process any unpaid leave.

6. Further Information and Support

If you have any queries about this policy, you may find it helpful to refer to our [Staff FAQs](#) (staff login required). Alternatively, you can talk to your manager or contact [Human Resources](#).

7. Policy Review

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please refer to our [Policy Review Schedule](#) (staff login required) on our People Hub.