



MINISTER FOR EMPLOYMENT, TRAINING AND INDUSTRIAL RELATIONS

DIRECTIVE No. 12/99
July 1999

- 1. TITLE:** **Study and Examination Leave**
- 2. PURPOSE:** To prescribe the entitlements for study and examination leave.
- 3. LEGISLATIVE PROVISION:** Section 34(2) of the *Public Service Act 1996*.
- 4. APPLICATION:**

This directive applies to –

 - public service officers; and
 - temporary employees engaged under section 113(2)(a) of the *Public Service Act 1996*.

This directive does not apply to –

 - general employees engaged under section 112(2)(a) of the *Public Service Act 1996*; or
 - employees engaged on a casual basis under sections 112(2)(b) and 113(2)(b) of the *Public Service Act 1996*.
- 5. STANDARD:** The conditions and entitlements prescribed in the Schedule apply.
- 6. EFFECTIVE DATE:** This directive is to operate from **1 July 1999**.
- 7. VARIATION:** The provisions in the Schedule may be varied in accordance with certified agreements made under Chapter 6, Part 1 of the *Industrial Relations Act 1999* or decisions of an industrial tribunal of competent jurisdiction.
- 8. INCONSISTENCY:** Sections 34 and 117 of the *Public Service Act 1996* and section 687 of the *Industrial Relations Act 1999* apply if there is a conflict with an act, regulation or industrial instrument.
- 9. SUPERSEDES:** Section 34 of the *Public Service Management and Employment Regulation 1988*
Determination No 7
- 10. PREVIOUS REFERENCE:** Administrative Instruction No 2 VII 1

SCHEDULE

STUDY AND EXAMINATION LEAVE

GENERAL CONDITIONS

Entitlement

A public service officer or temporary employee engaged under section 113(2)(a) of the *Public Service Act 1996*, (referred to as “employee” in this schedule) may be granted leave -

- (a) to undertake study or research (study leave); or
- (b) to attend examinations (examination leave);

in accordance with this schedule.

Tier system

The Study and Research Assistance Scheme (SARAS) is designed to assist employees of the public service who are pursuing courses of study or research projects.

This assistance provides financial support and leave arrangements available within the following three tier system encompassing part-time and full-time study or research -

- “Essential”
- “Highly Desirable”
- “Desirable”.

Chief executive discretion

A chief executive has total discretion in deciding whether to grant or refuse assistance under SARAS and overall responsibility for determining the tier of assistance.

One form of leave at a time

An employee may take only one form of leave at any one time, irrespective of whether the leave is provided under SARAS or other administrative arrangements, industrial instruments, acts, etc (eg. long service leave, recreation leave, family leave).

Guidelines

Set out below are the approved arrangements for leave assistance which are subject to departmental business requirements and convenience. Complete details of arrangements for study assistance may be set out in a guideline.

Conversion to hourly basis

Leave prescribed in this directive may be converted to an hourly basis for the purpose of accrual, granting and recording the leave.

Timing of leave

Leave shall always be subject to the demands of a particular situation and shall be taken at departmental convenience.

Leave entitlement in hours

If an employee’s leave entitlement in a directive is expressed in working days, the leave entitlement may be read as if it were expressed in working hours using the following formula -

$$LE = WD \times DH$$

Where:

DH (daily hours) means the employee’s daily hours or notional daily hours.

LE (leave entitlement) means the amount of leave entitlement expressed in working hours to which the employee is entitled.

WD (working days) means the number of working days set out in the directive.

Leave to be granted on an hourly basis

If an employee applies for leave on a basis other than an hourly basis, the leave may be granted on an hourly basis.

Leave based on the number of hours that the employee would have worked

If an employee is rostered to work a specific number of hours on a day and the employee is absent from duty on that day, or for part of it, the employee’s leave account is to be reduced. This reduction will be the number of hours that the employee was rostered to work on that day but did not work. This applies even though the employee’s leave account is debited by a different number of hours from the employee’s daily hours or notional daily hours.

Variation of ordinary working hours

If a department’s system for recording particulars of leave granted to an employee is based on working hours and the daily hours or notional daily hours of an employee change, the leave entitlements accumulated by the employee are also to be recorded in hours.

The formula for this conversion is as follows –

$$LAC = LBC \times \frac{HAC}{HBC}$$

<p>Where:</p> <p>HAC (daily hours after change) means the employee’s daily hours or notional daily hours after the change.</p> <p>HBC (daily hours before change) means the employee’s daily hours or notional daily hours before the change.</p> <p>LAC (leave entitlement after change) means the hours of leave to which the employee is entitled after the change.</p> <p>LBC (leave entitlement before change) means the employee’s leave entitlement expressed in hours before the change.</p>	<p>Definitions</p> <p>“daily hours or notional daily hours”, means –</p> <ul style="list-style-type: none"> the number of ordinary daily working hours of an employee as specified in an award, industrial agreement (including a certified agreement), contract, former determination of the Governor-in-Council or directive. in any other case – the number of hours ascertainable from the relevant award, industrial agreement (including a certified agreement), contract, former determination of the Governor-in-Council or directive as the average number of hours per working day of an employee during a pay period or other period reasonable in the circumstances. <p>“teacher” means an officer determined by the chief executive to be a teacher for the purpose of this directive.</p>
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LEAVE ASSISTANCE

TYPE	ENTITLEMENTS
<p>1. EXAMINATION LEAVE WITH SALARY (for all employees, including teachers)</p>	<p>Leave with salary, including necessary travel time, is available for examinations held on work days between 9.00 am and 5.00 pm or other approved standard hours of duty, excluding the minimum period allowed for lunch (or equivalent), provided the examination requirements cannot be satisfied outside these hours.</p>
<p>2. COURSE ATTENDANCE LEAVE WITH SALARY (lectures, tutorials, practical classes, discussions with course supervisors etc.)</p>	<p>Where course attendance requirements cannot be satisfied outside the hours of duty detailed below and where it is convenient to the department, the chief executive may grant leave with salary (including necessary travel time) to -</p> <ul style="list-style-type: none"> employees on variable working hours, between the hours of 9.00 am and 5.00 pm to a maximum of 8 hours per working week, providing that a maximum of 1.5 hours leave only is allowed between 12 noon and 2.00 pm. <p>With the exception of "essential" part-time study or research, employees shall be required to work standard hours in those weeks where the leave exceeds 5 hours per week. Standard hours shall be based on relevant legislation, awards, agreements etc and normally are 9.00 am to 5.00 pm with 3/4 hours lunch between 12 noon and 2.00 pm.</p> <ul style="list-style-type: none"> employees not on variable working hours (eg. those on standard hours, shift work etc.) to a maximum of 8 hours per working week during their normal hours of duty, excluding the minimum period allowed for lunch (or equivalent). <p>An employee on variable working hours can seek course attendance leave for the whole or part of course attendance requirements. In this way, the employee can avoid exceeding 5 hours leave per week and having to work standard hours.</p>

LEAVE ASSISTANCE	
TYPE	ENTITLEMENTS
	<p>For example, for a lecture scheduled from 9.00 am to 11.00 am, the employee could use the variable period from 9.00 am to 9.30 am and course attendance leave from 9.30 am to 11.00 am during the core period. However, the employee will need to return to work from 11.00 am as core leave can not be taken for part of a core period.</p> <p>Regarding the compulsory minimum of 30 minutes for lunch under variable working hours arrangements, an employee granted course attendance leave (including travel) from 1.30 pm to 4.30 pm, for example, would take no less than 30 minutes lunch between 12 noon and 1.30 pm.</p> <p>Under normal circumstances, course attendance leave for teachers may not be approved during school hours.</p>
3. STUDY LEAVE	<p>Study leave with or without pay to prepare for examinations, assignments and other course assessment requirements may be granted for any period, at the discretion of the chief executive.</p> <p>The employee may choose that study leave be deducted from recreation leave on a half day or full day debit basis. Alternatively, an employee might seek ordinary recreation leave without debit to study leave.</p>
4. COMPULSORY AND NON-COMPULSORY RESIDENTIAL SCHOOL ATTENDANCE (also for vacation schools, practical classes or equivalent)	<p>“Essential” - compulsory residential schools can be attended through leave with salary for up to 20 working days per annum and at the discretion of the chief executive in all other circumstances.</p> <p>Teachers can attend such schools normally during school vacation periods only.</p>
5. SARAS LEAVE WITHOUT SALARY	<p>“Part-time study” - at the discretion of the chief executive, an employee may be granted leave in addition to that specified under the other types of leave assistance.</p> <p>“Full-time study” - leave without salary may be granted for any period of full-time study or research as considered appropriate by the chief executive.</p>