

# Course Study Leave

Course Study Leave\* is available to all staff undertaking a qualification in an area which is relevant to their role. There is no service requirement for this leave provision.

## Amount of Leave

Staff may apply for up to five days' paid study leave per leave year (1 August to 31 July). This leave will be calculated pro-rata for part-time staff and for those who join or leave the Institute during the leave year.

Additional leave to sit exams will be a full day where the exam is three hours or more and a half-day when the exam is less than three hours.

## Notice of Leave

To apply for study/exam leave, please complete the application form and forward to the Head of Faculty Administration/Head of Support Department at least 28 days before the day on which the leave is to be taken.

A copy of the confirmation of exam dates is to be submitted with the form when exam leave is requested.

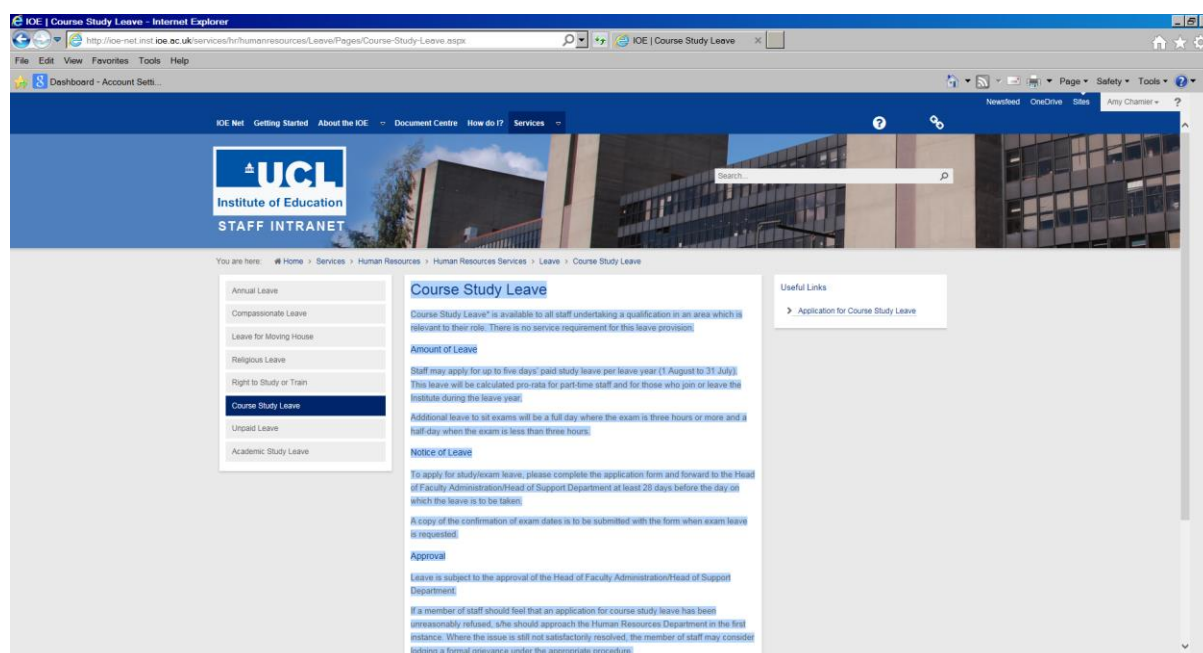
## Approval

Leave is subject to the approval of the Head of Faculty Administration/Head of Support Department.

If a member of staff should feel that an application for course study leave has been unreasonably refused, s/he should approach the Human Resources Department in the first instance. Where the issue is still not satisfactorily resolved, the member of staff may consider lodging a formal grievance under the appropriate procedure.

To apply for study/exam leave, please complete the application form.

\*Please note that this is different to the Study Leave Schemes for Academic and Research Staff.



The screenshot shows a web browser window displaying the UCL Institute of Education Staff Intranet page for Course Study Leave. The page features a blue header with the UCL logo and navigation links. The main content area is titled 'Course Study Leave' and contains the following text:

**Course Study Leave**  
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The page also includes a sidebar with a list of leave types (Annual Leave, Compassionate Leave, Leave for Moving House, Religious Leave, Right to Study or Train, Course Study Leave, Unpaid Leave, Academic Study Leave) and a 'Useful Links' section with a link to 'Application for Course Study Leave'.